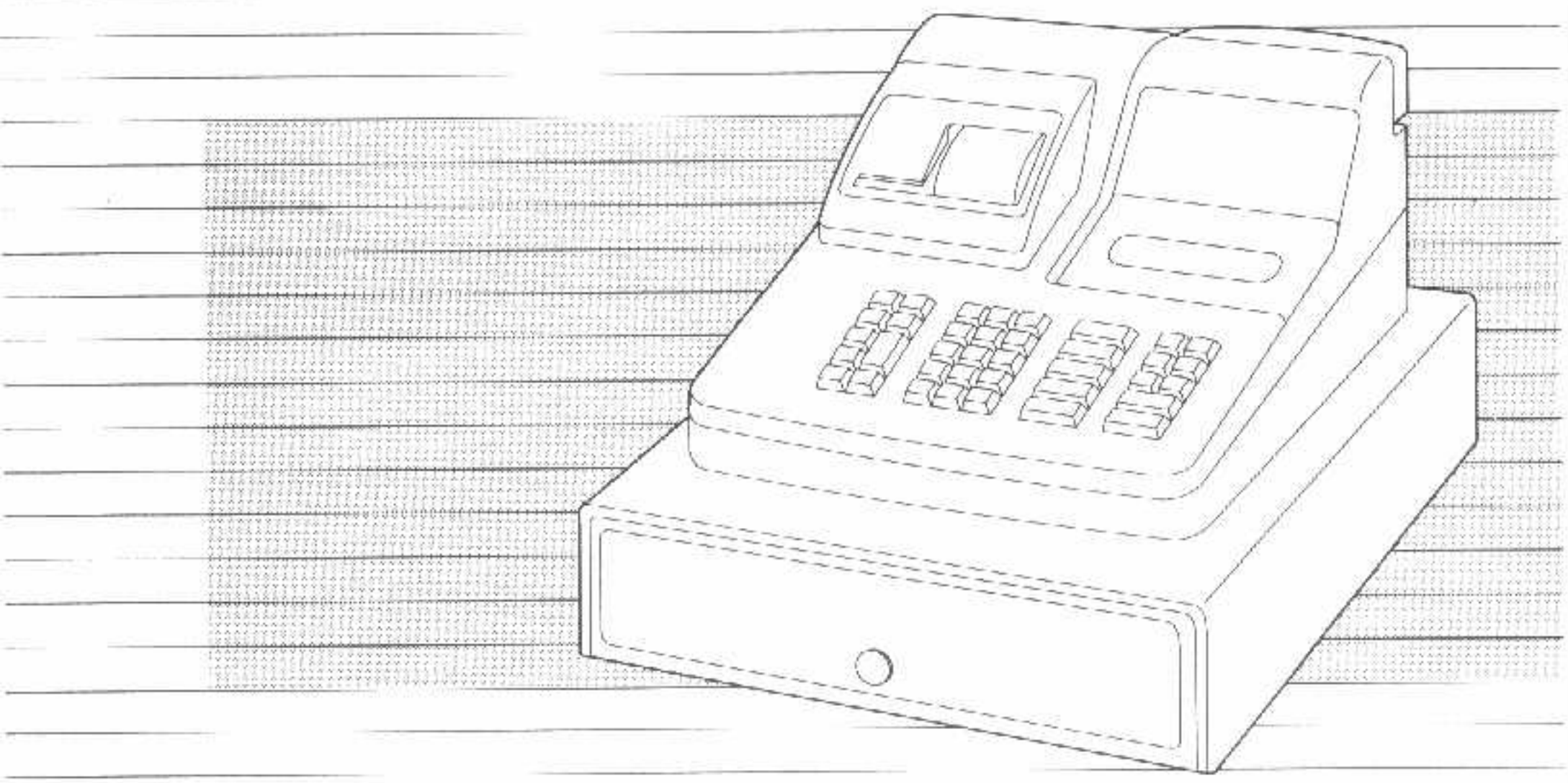
ELECTRONIC CASH REGISTER

# CE-2300

## OPERATOR'S INSTRUCTION MANUAL



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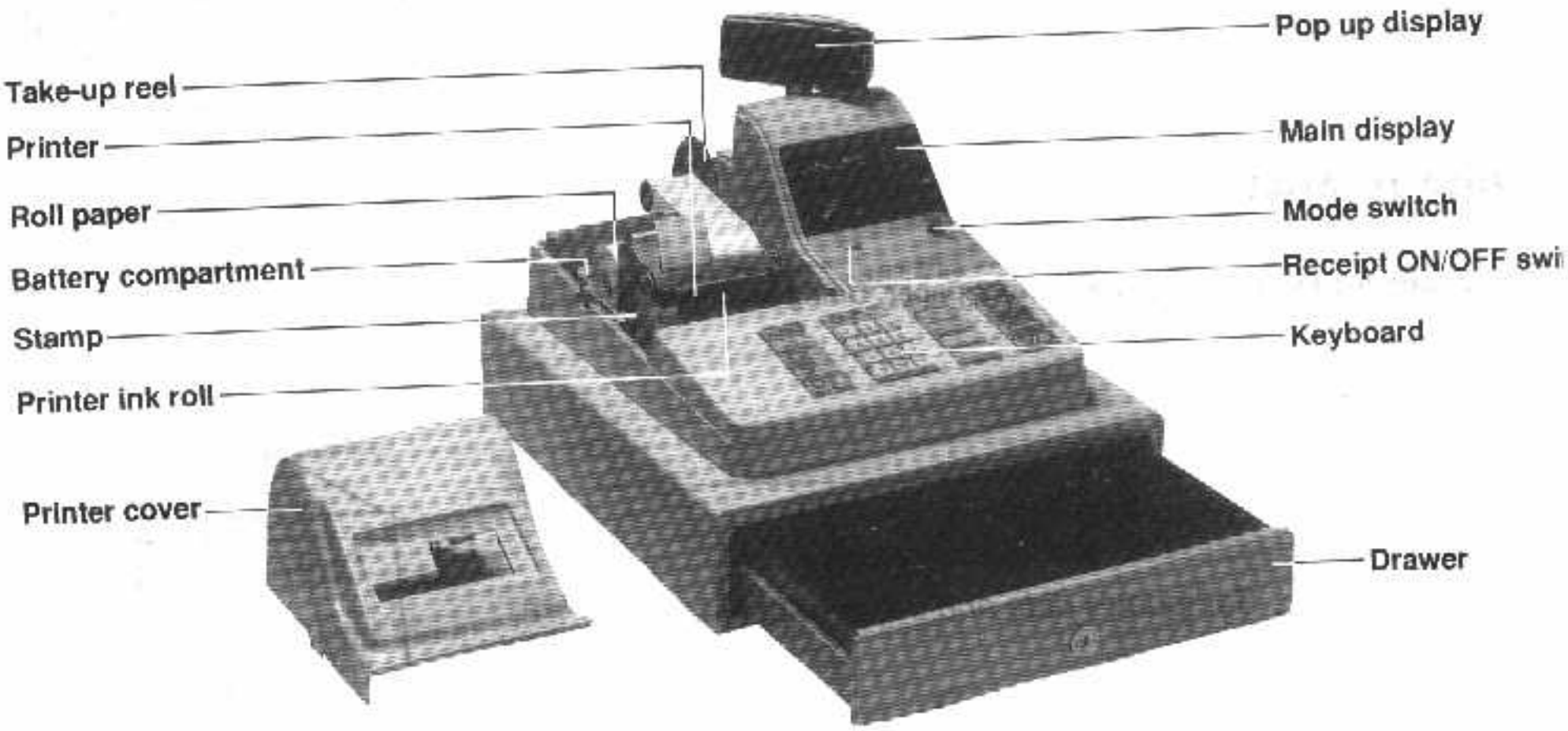
This part of the manual introduces you to the cash register and provides a general explanation of its various parts.

## General guide



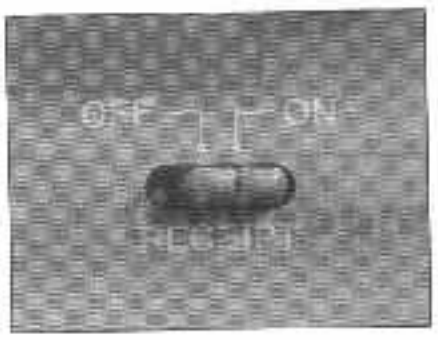

### Battery compartment
Holds memory backup batteries (page 12).

### Roll paper
You can use the roll paper to print receipts and a journal (page 15, 18).

### Stamp
The stamp is printed automatically at the top of each receipt (page 74).

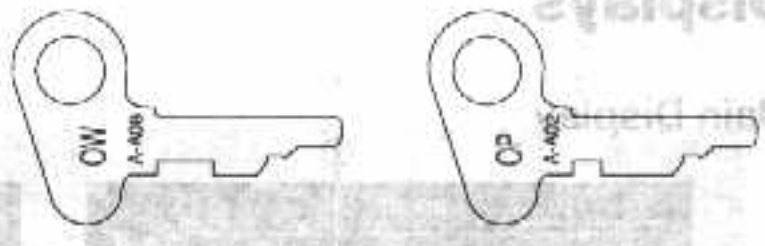
### Printer ink roll
Provides ink for printing of registration details on the roll paper (page 74).

### Receipt ON/OFF switch
When you are using the printer to print receipts, you can use this switch (in the **REG** and **RF** modes only) to turn the printer on and off. If a customer asks for a receipt while receipt printing is turned off by this switch, you can issue a post-finalization receipt (page 52).



## Mode key

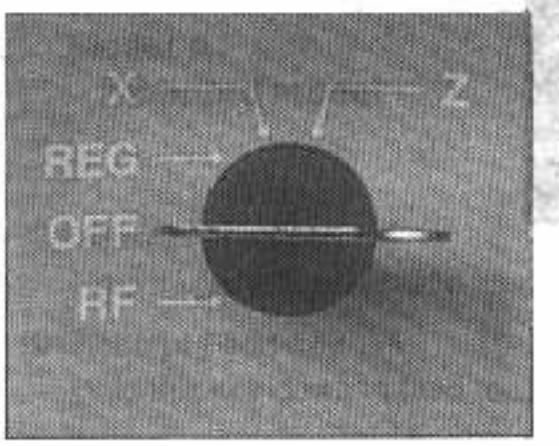
There are two types of mode keys: the owner key (marked "OW") and the operator key (marked "OP"). Two of each type of key comes packed with the cash register. The owner key can be used to set the mode switch to any position, while the operator key can select the **REG** and **OFF** positions only.




**Owner** **Operator**

## Mode switch

Use the mode keys to change the position of the mode switch and select the mode you want to use.




| Mode Switch | Mode Name | Description |
|---|---|---|
| X | READ/PROGRAM | Reads sales data in memory without clearing the data. This mode is also used for certain programming. |
| Z | RESET/PROGRAM | Reads sales data in memory and clears the data. This mode is also used for certain programming. |
| REG | REGISTER | Use this mode for normal registration. |
| OFF | POWER OFF | Cash register power switched off. |
| RF | REFUND | Use this mode to register refund transactions. |

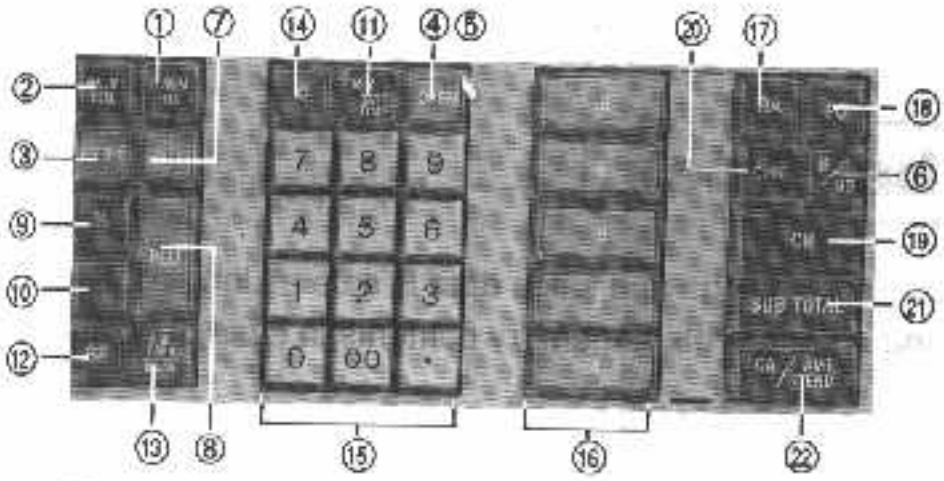
## Drawer

The drawer opens automatically whenever you finalize a registration and whenever you issue a READ or RESET report. The drawer will not open if it is locked with the drawer key.

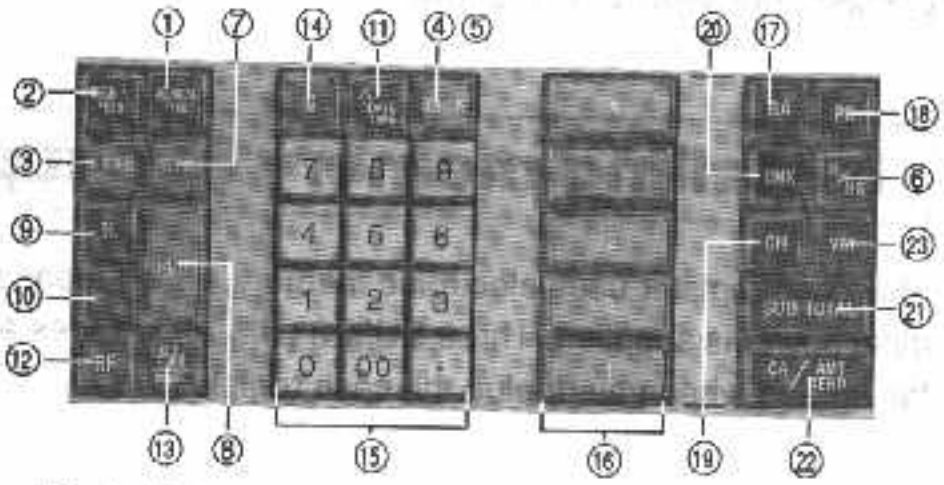
## Drawer key

Use the drawer key to lock and unlock the drawer. You can find two drawer keys taped to the inside of the drawer.

# Keyboard



**Model A**
**Standard model**



**Model B**
**European countries other than U.K. and Germany**

① **Journal Feed key**
Hold this key down to feed journal paper from the printer.

② **Receipt Feed key**
Hold this key down to feed receipt paper from the printer.

③ **Receipt key**
Press this key to produce a post finalization receipt (page 51).

④ **OPEN key**
Press this key to temporarily release a limitation on the number of digits that can be input for a unit price. This function is available only on registers that are not using the clerk control function (page 52).

⑤ **Clerk Number key**
Use this key to sign clerks on and off the register. This function is available only on registers that are using the clerk control function (page 52).

⑥ **#/No-sale key**
Press this key to open the drawer without registering any thing. If you input a number and then press this key during a registration, the number is printed on the receipt/journal. This can be used to print reference numbers (to identify a personal check, credit card, etc.) for certain transactions.

⑦ **Price key**
Use this key to input unit prices for sub-department registration.

⑧ **PLU key**
Use this key to input PLU (sub-department) numbers.

⑨ **Percent key**
Use this key to register premiums or discounts.

⑩ **Minus key**
Use this key to input values for subtraction.

⑪ **Multiplication / Date / Time key**
Use this key to input a quantity for a multiplication operation. Between transactions, this key displays the current time and date.

⑫ **Refund key**
Use this key to input refund amounts and to void certain entries.

⑬ **Error Correct/Cancel key**
Use this key to correct registration errors and to cancel registration of an entire transaction.

⑭ **Clear key**
Use this key to clear an entry that has not yet been registered. Pressing this key also stops the error tone.

⑮ **10-key pad**
Use these keys to input numbers.

⑯ **Department keys**
Use these keys to register items to departments.

⑰ **Received on Account key**
Use this key to register money received for non-sale transactions.

⑱ **Paid Out key**
Use this key to register paid out from the drawer.

⑲ **Charge key**
Use this key to register a charge tender.

⑳ **Check key**
Use this key to register a check tender.

㉑ **Subtotal key**
Press this key to display and print the current subtotal.

㉒ **Cash Amount Tendered key**
Press this key to register a cash tender.

㉓ **VAT key (Model B only)**
Press this key to print a breakdown of the VAT taxable amount.

This section explains how to set up and use the cash register for basic operation. Your cash register should already be unpacked and plugged in, with its memory backup batteries (page 12) and roll paper (page 15) loaded.

The set ups and operations described here are generally enough to meet many retail needs.

## Important!

**Be sure to make a distinction betweeen numeric keys and department keys. The following shows how these keys are illustrated in this manual.**

**Numeric keys**

[1], [2], [3], [00], etc.

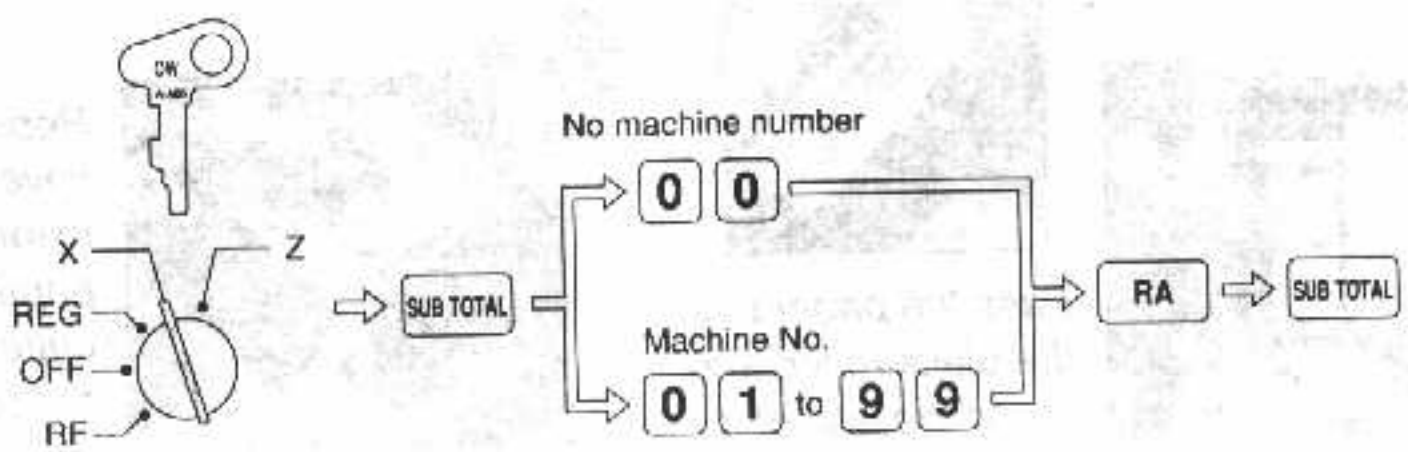
**Department keys**

[1], [2], [3], etc.

# Setting a machine number

You can set up to 2-digit machine number (1 to 99) to identify your machine. The machine number is printed on receipts and the journal for each transaction.

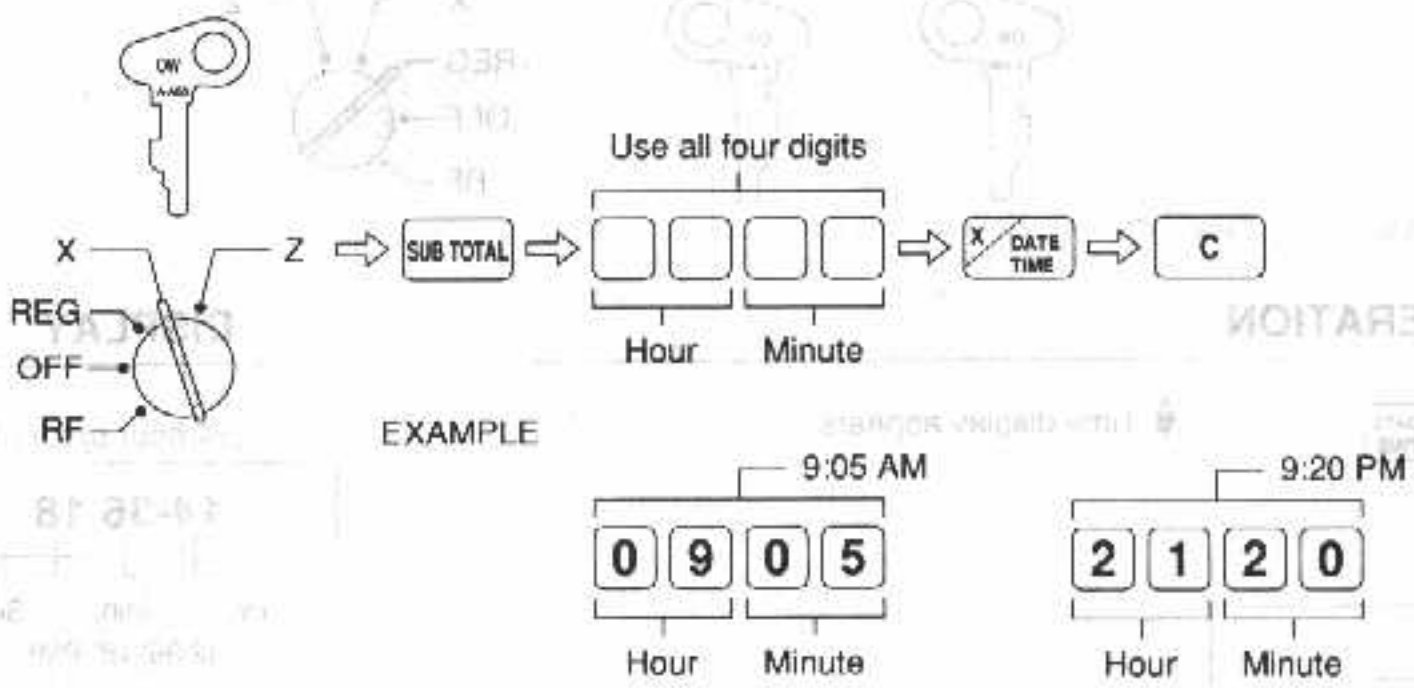
### To set the machine number



## Setting the time

The correct time is kept even when the cash register is switched off. A 24-hour clock is used, so a time like 7:00 p.m. becomes 19:00.

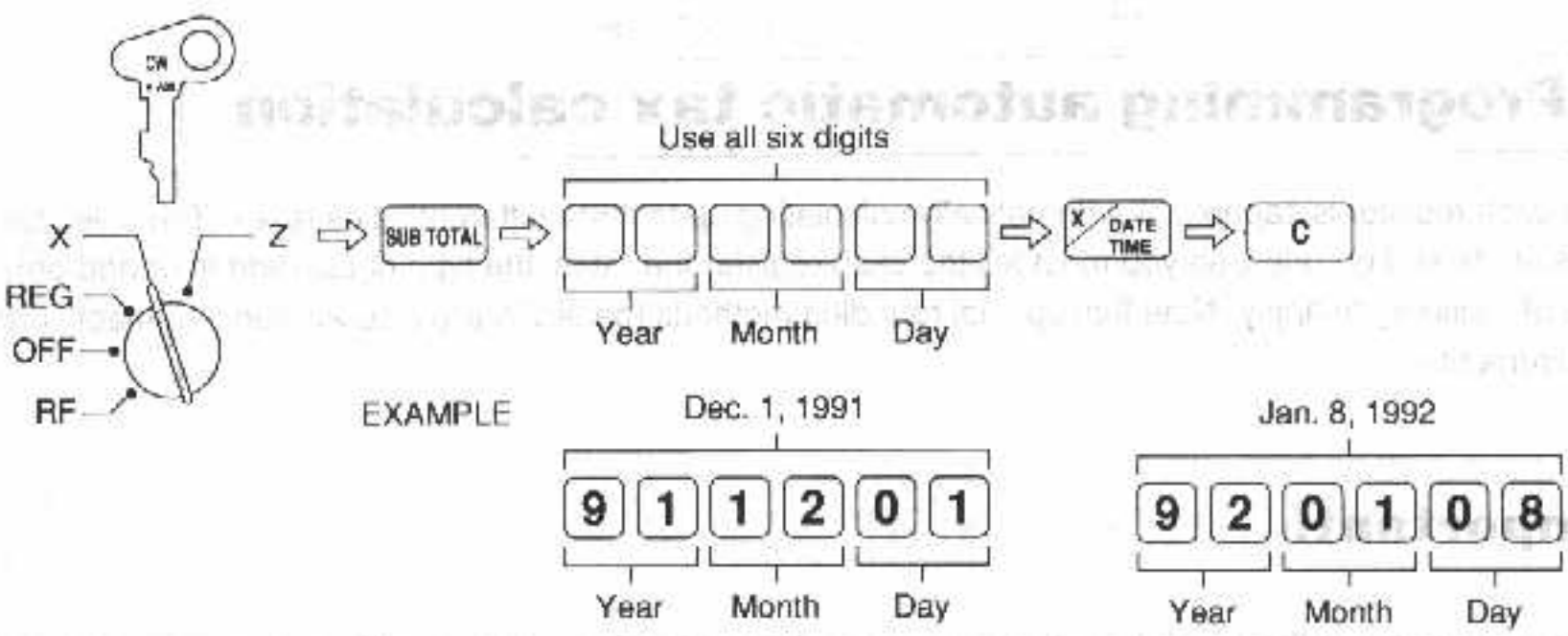
### To set the time




## Setting the date

The correct date is kept even when the cash register is switched off. The cash register automatically adjusts for leap years up to the year 2099.

### To set the date



# Displaying the time and date

You can show the time or date on the display of the cash register whenever there is no registration being performed.

### To display and clear the time and date

| OPERATION | | DISPLAY |
|---|---|---|
| [X/DATE TIME] | ◀ Time display appears. | (24-hour system) 14-36 18 (Hr. Min. Sec.) (2:36' 18" PM) |
| [X/DATE TIME] | ◀ Switches to the date display. To switch back to the time display, press [X/DATE TIME] again. | 01-12-91 (Day Month Year) |
| [C] | ◀ Clears the date or time display. | |

- Operation of all keys (besides [C]) is impossible while the time or date is displayed.

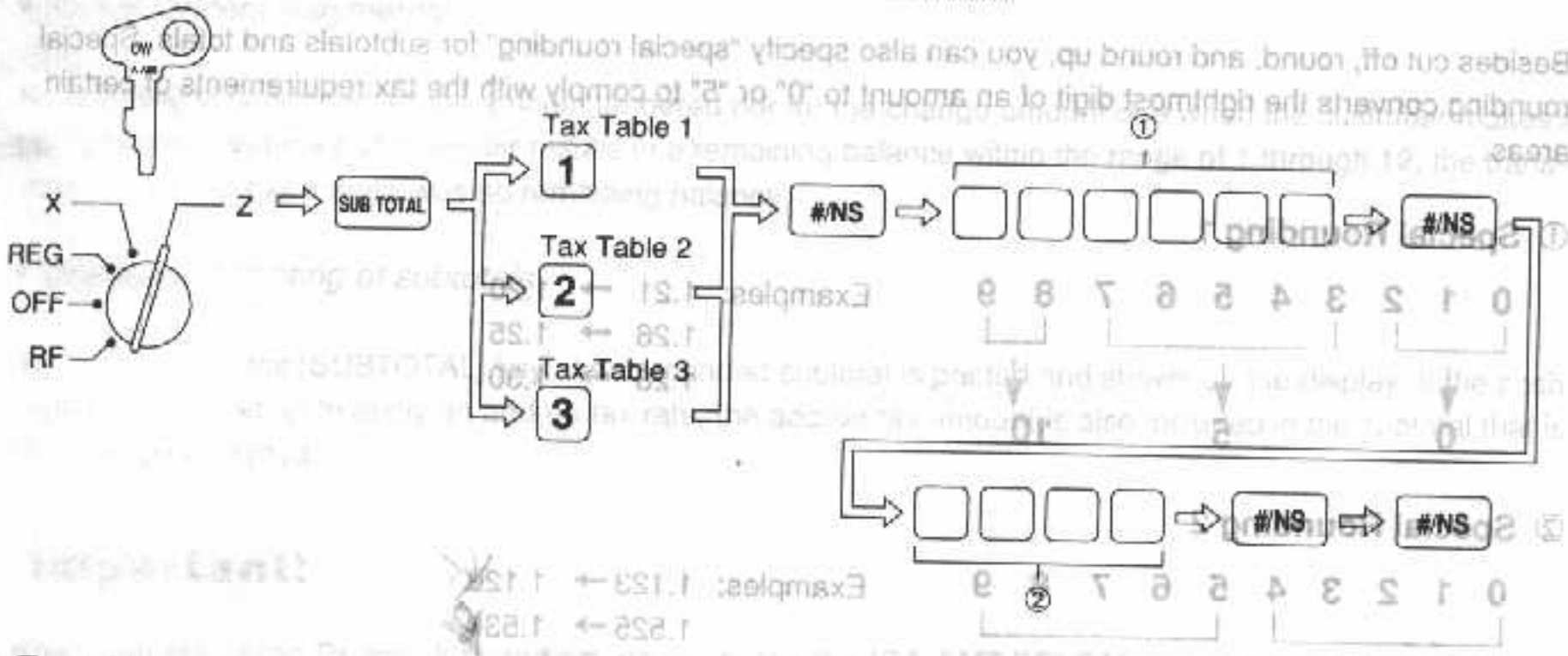
# Programming automatic tax calculation

This cash register is capable of automatically calculating up to three different sales taxes. The sales tax calculations are based on rates, so you must tell the cash register the rates, the type of tax (add-in or add-on), and the type of rounding to apply. Note that special rounding methods (page 22) are also available to meet certain local tax requirements.

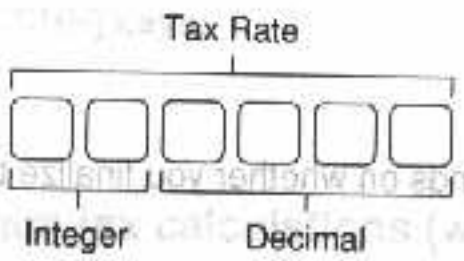
## Important!

**After you program the tax calculations, you also have to individually specify which departments (page 27) and PLUs (page 33) are to be taxed.**

## To program tax calculations (without special rounding)




① ***Tax rate***

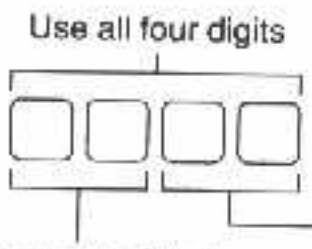



EXAMPLE 15% [1][5][0][0][0][0] (Integer: 1; Decimal: 5000)

8.25% [8][2][5][0][0] (Integer: 8; Decimal: 2500)

Notice that you *must* input four digits for the decimal value, unless you are setting no tax calculation.

② ***Rounding method for tax calculation result and tax calculation method***




| **Rounding method for tax calculation** | **Tax calculation method** |
|---|---|
| Round up ⇨ [9][0] | Add-on ⇨ [0][2] |
| Round off ⇨ [5][0] | Add-in (VAT) ⇨ [0][3] |
| Cut off ⇨ [0][0] | |

EXAMPLE

To program add-in (VAT), round off:

[5][0][0][3] — Use all four digits

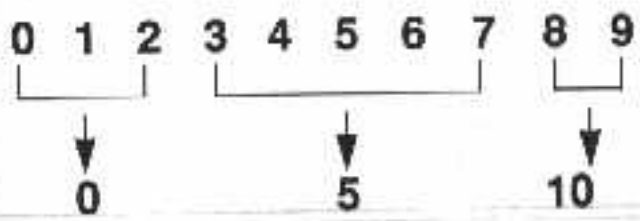
To program add-on, cut off:

[0][0][0][2] — Use all four digits

### About special rounding...

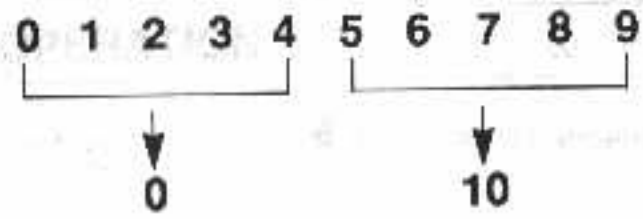
Besides cut off, round, and round up, you can also specify "special rounding" for subtotals and totals. Special rounding converts the rightmost digit of an amount to "0" or "5" to comply with the tax requirements of certain areas.

① **Special Rounding 1**




Examples: 1.21 → 1.20
1.26 → 1.25
1.28 → 1.30

② **Special Rounding 2**




Examples: 1.123 → 1.120
1.525 → 1.530

③ **Special Rounding 3 (Denmark Rounding)**

With Denmark rounding, the rounding method applied to subtotals depends on whether you finalize the transaction by inputting an amount tendered or not.

- *When a finalization is performed without an amount tendered entry*

| Last (right-most) 2 digits of subtotal | Rounding result |
|---|---|
| 00 ~ 12 | → 00 |
| 13 ~ 37 | → 25 |
| 38 ~ 62 | → 50 |
| 63 ~ 87 | → 75 |
| 88 ~ 99 | → 100 |

- *When a finalization is performed with an amount tendered entry*

| Last (right-most) 2 digits of subtotal | Rounding result |
|---|---|
| 00 ~ 12 | → 00 |
| 13 ~ 37 | → 25 |
| 38 ~ 62 | → 50 |
| 63 ~ 87 | → 75 |
| 88 ~ 99 | → 100 |

### *About special rounding...*

- *Partial tenders (payments)*

No rounding is performed for the amount tendered nor for the change amount due when the customer makes a partial tender. When a partial tender results in a remaining balance within the range of 1 through 12, the transaction is finalized as if there was no remaining balance.

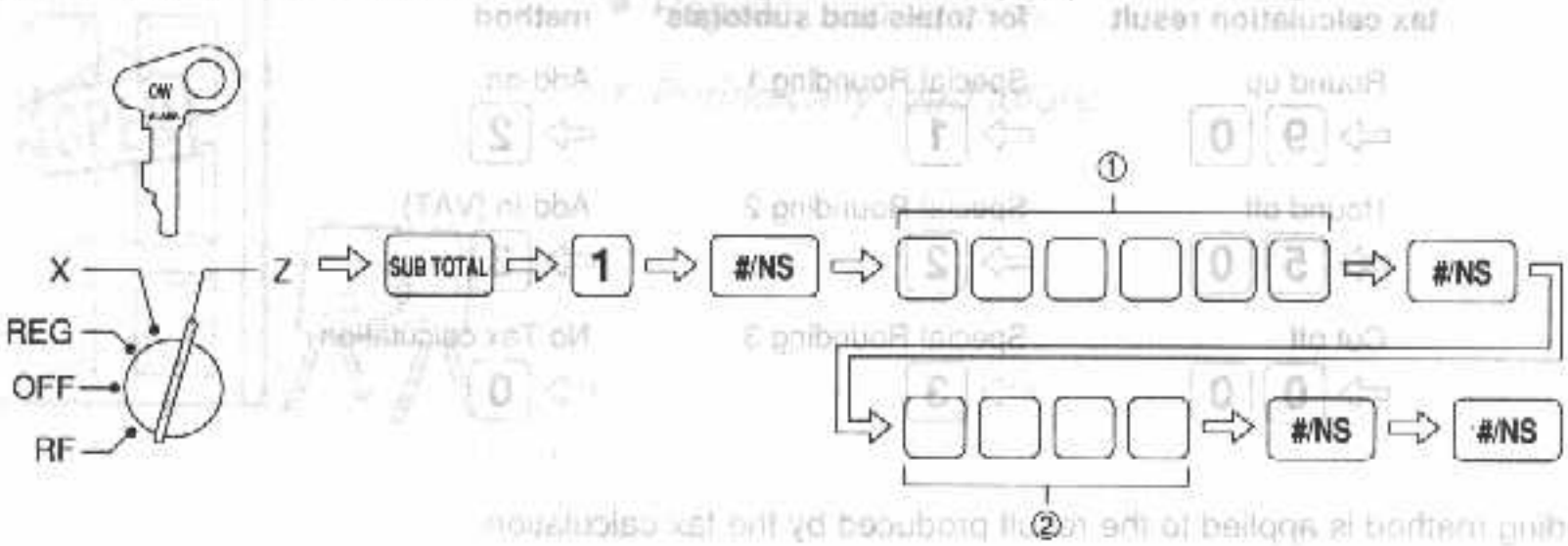
- *Display and printing of subtotals*

When you press the [SUBTOTAL] key, the unrounded subtotal is printed and shown on the display. If the cash register is also set up to apply an add-on tax rate, the add-on tax amount is also included in the subtotal that is displayed and printed.

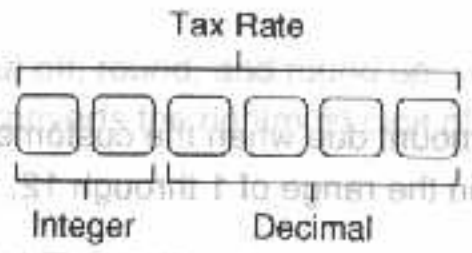
**Important!**

**When you are using Denmark rounding, you can use the [CA/AMT TEND] key to register tendered amounts in which the last (rightmost) digits are 00, 25, 50, or 75. This restriction does not apply to the [CH] and [CHK] keys.**

## To program tax calculations (with special rounding)



① ***Tax rate***

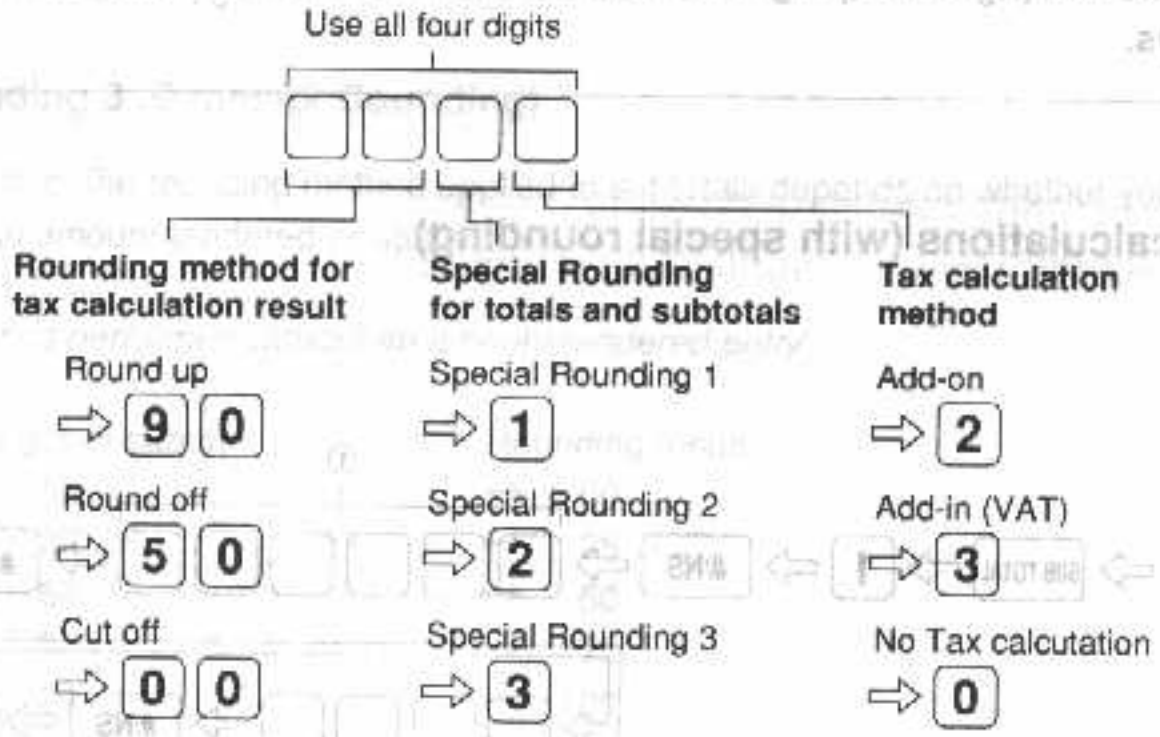



EXAMPLE 15% 1 5 0 0 0 0 (Integer: 1 5; Decimal: 0 0 0 0)

8.25% 8 2 5 0 0 (Integer: 8; Decimal: 2 5 0 0)

Notice that you *must* input four digits for the decimal value, unless you are setting no tax calculation.

② ***Rounding method for tax calculation result, special rounding specification and tax calculation method***




The above rounding method is applied to the result produced by the tax calculation.

EXAMPLE

To program add-in (VAT), round up, Special Rounding 1:

9 0 1 3

Use all four digits

To program no tax calculation, Special Rounding 3:

0 0 3 0

Use all four digits

## How to read the receipts and the journal...

- The journal and receipts are records of all transactions and operations.
- The contents printed on receipts and the journal are identical, except that the date is never printed on the journal except when you issue reports. A header stamp is automatically printed on each receipt.
- You can program the cash register to print the total amount of each transaction, and the details of premium, discount and reduction operations only, without printing department and PLU item registrations on the journal (page 53).
- You can program the cash register to either print or skip the following items on receipts and the journal. (See pages 52, 59)
  - Time
  - Consecutive number
  - Taxable status
  - VAT (add-in tax) breakdown
  - Taxable amount

**Receipt Sample**

```
「YOUR RECEIPT
  THANK YOU 」

01•12•91
01  10:08
    №0009

1    •10•00
      2        @
      •1•10   @
1PL   •2•20
2PL   •1•20
     •13•40   ST
        5%
      •0•67   -

     •12•73   ST
     •15•00CA NT
      •2•27   CG
```

**Journal Sample (Item lines included)**

```
01  10:08
    №0009
1    •10•00
      2        @
      •1•10   @
1PL   •2•20
2PL   •1•20
     •13•40   ST
        5%
      •0•67   -
     •12•73   ST
     •15•00CA NT
      •2•27   CG
```

**Journal Sample (Item line skip)**

```
01  10:11
    №0012
     •13•40   ST
        5%
      •0•67   -
     •12•73   ST
     •15•00CA NT
      •2•27   CG
```

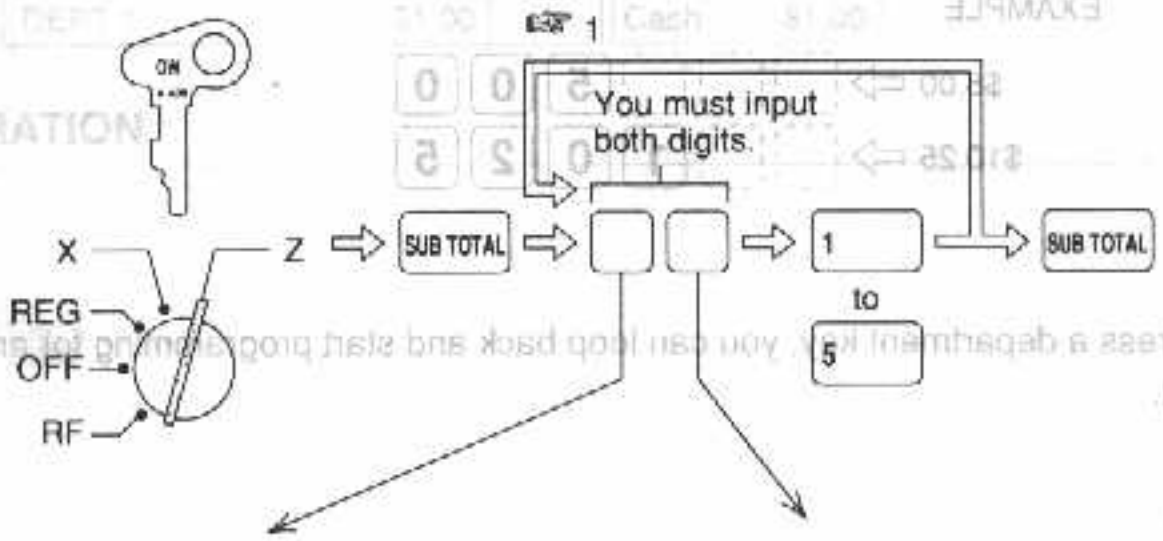
# Preparing and using department keys

This section describes how to prepare and use department keys.

## Programming department keys

Before you use department keys, you should first tell the cash register how it should handle the registrations.

### To program the maximum number of digits and tax calculations for each department




**Maximum number of digits**

This specification defines how many digits can be used for manual input of a unit price on the keyboard.

| | |
|---|---|
| No limit | ⇨ 0 |
| 1 digit | ⇨ 1 |
| 2 digits | ⇨ 2 |
| ⋮ | ⋮ |
| 5 digits | ⇨ 5 |
| 6 digits | ⇨ 6 |
| Manual input not allowed | ⇨ 9 |

Selecting 9 means that you can perform department registrations using their preset unit prices only.

**Tax Table**

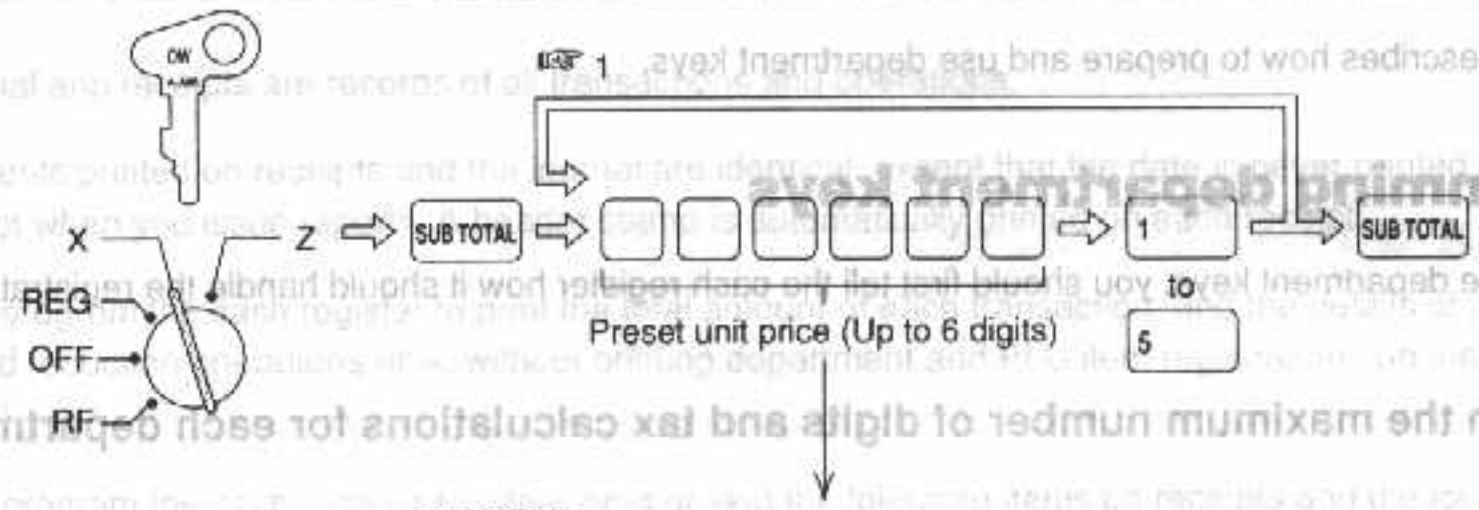
This specification defines which tax table should be used for automatic calculation of taxes. See page 20 for information on setting up the tax tables.

| | |
|---|---|
| Tax Table 1 | ⇨ 2 |
| Tax Table 2 | ⇨ 4 |
| Tax Table 3 | ⇨ 6 |
| Tax Tables 1 and 2 | ⇨ 6* |
| No tax calculation | ⇨ 0 |

* Pressing 6 applies Tax Tables 1 and 2 only if there is no Tax Table 3 programmed..

☞ 1 After you press a department key, you can loop back and start programming for another department.

## To program a unit price for each department




EXAMPLE

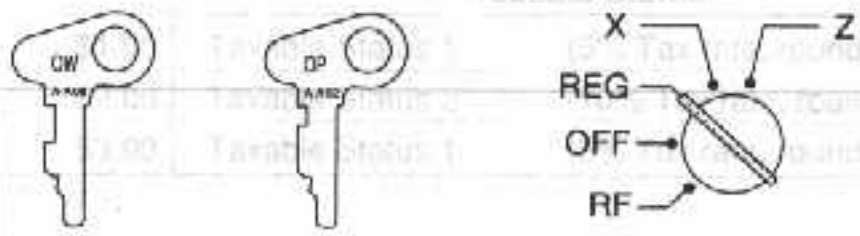
$5.00 ⇨ 5 0 0

$10.25 ⇨ 1 0 2 5

☞ 1 After you press a department key, you can loop back and start programming for another department.

# Registering department keys

The following examples show how you can use the department keys in various types of registrations.




### Single-Item Sale

**Example**

| Tag | | Qty | Tender | |
|---|---|---|---|---|
| DEPT 1 | $1.00 | 1 | Cash | $1.00 |

**OPERATION**

[1] [00] [1]

[CA/AMT TEND]

**RECEIPT**

```
01•12•91
01  10:14
 #0014

1    •1•00

     •1•00M
```

### Exceeding Maximum Number of Digits

**Example**

| Tag | | Maximum No. of Digits | Qty | Tender | |
|---|---|---|---|---|---|
| DEPT 3 | $10.00 | 3 | 1 | Cash | $10.00 |

**OPERATION**

[1] [0] [00] [3] ◀ Amount exceeds maximum number of digits.

**ERROR ALARM** ◀ Register locks and error alarm sounds.

[C] ◀ Clears entry.

[OPEN] ◀ Cancels limitation for next entry.

[1] [0] [00] [3]

[1] [0] [00] [CA/AMT TEND]

**RECEIPT**

```
01•12•91
01  10:14
 #0016

3    •10•00

     •10•00 ST
     •10•00CA
     •0•00 CH
```

**Repeat**

**Example**

| Tag | | Qty | Tender | |
|---|---|---|---|---|
| DEPT 4 | $1.50 | 3 | Cash | $10.00 |

**OPERATION**

1 5 0 4
4
4
SUB TOTAL
1 0 00 CA/AMT TEND

**RECEIPT**

```
01•12•91
01  10:15
   №0018

4     •1•50
4     •1•50
4     •1•50

    •4•50 ST
   •10•00CA NT
    •5•50 CH
```

**Multiplication**

**Example**

| Tag | | Qty | Tender | |
|---|---|---|---|---|
| DEPT 1 | $1.00 | 12 | Cash | $20.00 |

**OPERATION**

1 2 X/DATE TIME ◀ Quantity (4-digit integer/2-digit decimal)
1 00 1
SUB TOTAL
2 0 00 CA/AMT TEND

**RECEIPT**

```
01•12•91
01  10:16
   №0020

    12      @
     •1•00  @
1   •12•00

   •12•00 ST
   •20•00CA NT
    •8•00 CH
```

**Preset Price**

**Example**

| Tag | | Qty | Tender | |
|---|---|---|---|---|
| DEPT 2 | $5.00 Preset | 1 | Cash | $5.00 |

**OPERATION**

2
CA/AMT TEND

**RECEIPT**

```
01•12•91
01  10:16
   №0022

2     •5•00

     •5•00CA
```

## Tax Calculation

### 1) Add-On

**Example**

| Tag | | Taxable Status | |
|---|---|---|---|
| (a) DEPT 1 | $1.00 | Taxable Status 1 | (5% Tax rate, round off) |
| (b) DEPT 2 | $2.00 | Taxable Status 2 | (10% Tax rate, round off) |
| (c) DEPT 3 | $3.00 | Taxable Status 1 | (5% Tax rate, round off) |

**OPERATION**

1 00 [1] ◀ (a)
2 00 [2] ◀ (b)
3 00 [3] ◀ (c)
[SUB TOTAL]
[CA/AMT TEND]

**RECEIPT**

```
01•12•91
01  10:35
   №0067

1     •1•00
2     •2•00
3     •3•00
      •4•00TI
      •0•20*I
      •2•00TII
      •0•20*II

      •6•40
```

### 2) Add-In (VAT)

**Example**

| Tag | | Taxable Status | |
|---|---|---|---|
| (a) DEPT 1 | $3.00 | VAT 3 Taxable | (10% Tax rate, round off) |
| (b) DEPT 3 | $4.50 | VAT 1 Taxable | (15% Tax rate, round off) |
| (c) DEPT 2 | $5.00 | VAT 2 Taxable | (5% Tax rate, round off) |
| (d) DEPT 4 | $6.50 | Non-Taxable | |

**OPERATION**

3 00 [1]
4 5 0 [3]
5 00 [2]
6 5 0 [4]
[CA/AMT TEND]

**RECEIPT**

```
01•12•91
01  10:34
   №0063

1     •3•00
3     •4•50
2     •5•00
4     •6•50

      •19•00
```

**Important!**

**You can set up the register to print a breakdown of taxes applied (page 59).**

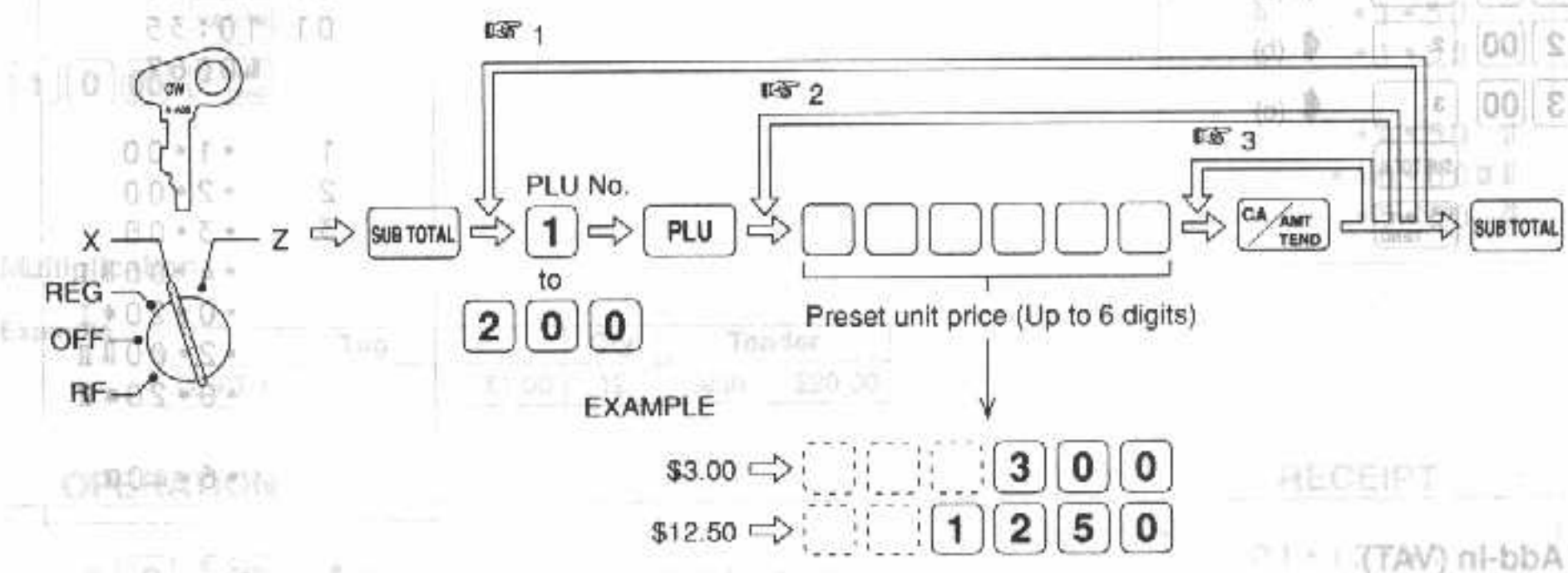
# Registering PLUs

This section describes how to prepare and use PLUs.

## Programming PLUs

Before you use PLUs, you should first tell the cash register how it should handle the registrations.

### To program a unit price for each PLU

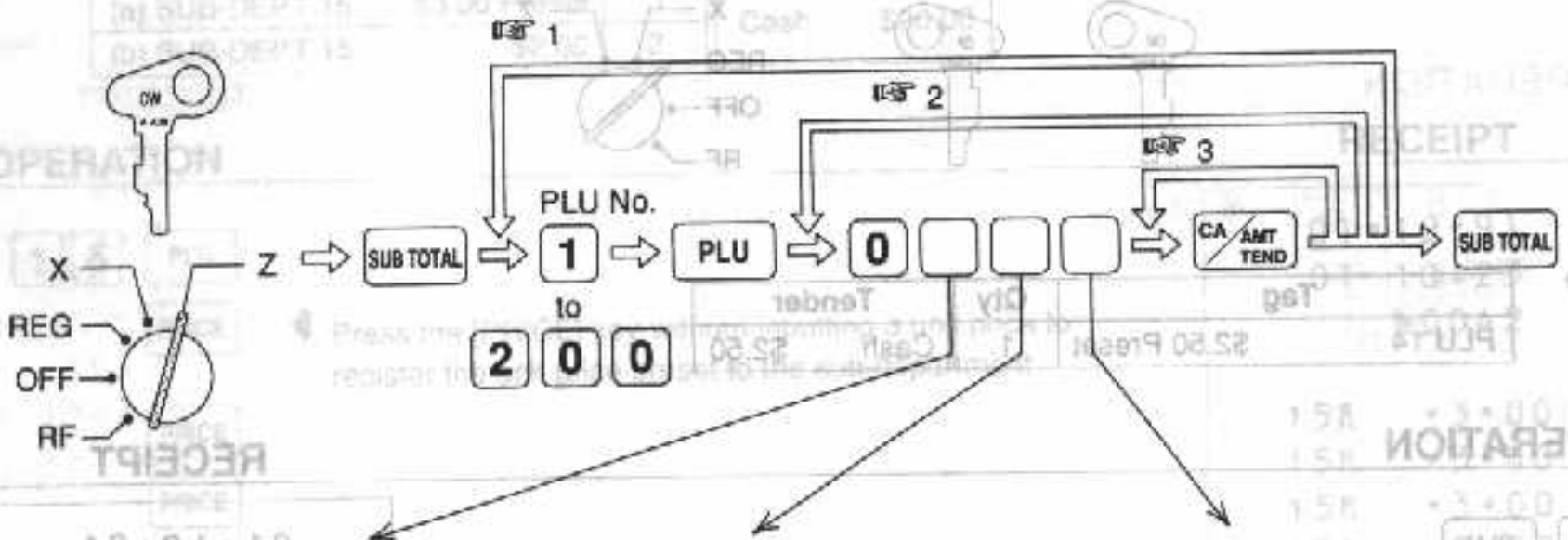



☞ 1 After you press the [CA/AMT TEND] key, you can loop back and start programming for another PLU by inputting a new PLU number.

☞ 2 When you press the [CA/AMT TEND] key, you can loop back and input another unit price, which will be assigned to the next PLU.

☞ 3 Press the [CA/AMT TEND] key again to program the next PLU number with the same unit price.

## To program PLU links to departments, tax calculations, and PLU/sub-department specifications




**Linked department**
This specification links the PLU to a department.

Department 1 ⇨ 1
Department 2 ⇨ 2
Department 3 ⇨ 3
Department 4 ⇨ 4
Department 5 ⇨ 5
No link ⇨ 0

**Tax Table**
This specification defines which tax table should be used for automatic calculation of taxes. See page 20 for information on setting up the tax tables.

Tax Table 1 ⇨ 2
Tax Table 2 ⇨ 4
Tax Table 3 ⇨ 6
Tax Tables 1 and 2 ⇨ 6*

* Pressing 6 applies Tax Tables 1 and 2 only if there is no Tax Table 3 programmed.

No tax calculation ⇨ 0

**Sub-department/PLU specification**

Treat as a PLU ⇨ 0
Treat as a sub-department ⇨ 1

A PLU can register its preset unit price only. A sub-department can register its preset price or a manually entered price.

☞ 1 After you press the [CA/AMT TEND] key, you can loop back and start programming for another PLU by inputting a new PLU number.

☞ 2 When you press the [CA/AMT TEND] key, you can loop back and input another specification, which will be assigned to the next PLU.

☞ 3 Press the [CA/AMT TEND] key again to program the next PLU number with the same specification.

# Registering PLUs and sub-departments

The following examples show how you can use PLUs and sub-departments in various types of registrations.

## PLUs

**Example**

| Tag | Qty | Tender |
|---|---|---|
| PLU 14 $2.50 Preset | 1 | Cash $2.50 |

**OPERATION**

[1] [4] [PLU] [CA/AMT TEND]

**RECEIPT**

```
01•12•91
01 10:20
№0036

14A    •2•50

       •2•50CA
```

## Sub-Departments

**Example**

| Tag | Qty | Tender |
|---|---|---|
| SUB-DEPT 15 $6.00 | 1 | Cash $6.00 |

**OPERATION**

[1] [5] [PLU]
[6] [00] [PRICE] ◀ Press the [PRICE] key to enter unit prices for sub-departments.
[CA/AMT TEND]

**RECEIPT**

```
01•12•91
01 10:21
№0038

15A    •6•00

       •6•00CA
```

## PLU Repeat

**Example**

| Tag | Qty | Tender |
|---|---|---|
| PLU 2 $1.20 Preset | 3 | Cash $3.60 |

**OPERATION**

[2] [PLU]
[PLU]
[PLU]
[CA/AMT TEND]

**RECEIPT**

```
01•12•91
01 10:21
№0040

2A     •1•20
2A     •1•20
2A     •1•20

       •3•60CA
```

## Sub-Department Repeat

**Example**

| Tag | | Qty | Tender | |
|---|---|---|---|---|
| (a) SUB-DEPT 15 | $3.00 Preset | 3 | Cash | $20.00 |
| (b) SUB-DEPT 15 | $2.00 | 2 | | |

### OPERATION

1 5 PLU
PRICE
PRICE
PRICE
1 5 PLU
2 00 PRICE
PRICE
SUB TOTAL
2 0 00 CA/AMT TEND

Press the [PRICE] key without inputting a unit price to register the unit price preset to the sub-department.

### RECEIPT

```
01•12•91
01 10:23
№0042

15PL   •3•00
15PL   •3•00
15PL   •3•00
15PL   •2•00
15PL   •2•00

       •13•00 ST
       •20•00CA AT
       •7•00 CH
```

## PLU Multiplication

**Example**

| Tag | | Qty | Tender | |
|---|---|---|---|---|
| PLU 2 | $1.20 Preset | 15 | Cash | $20.00 |

### OPERATION

1 5 X/DATE TIME
2 PLU
2 0 00 CA/AMT TEND

### RECEIPT

```
01•12•91
01 10:24
№0044

15      @
  •1•20 @
2PL •18•00

    •18•00 ST
    •20•00CA AT
    •2•00 CH
```

- The quantity can be any value with an integer up to 4 digits, and a decimal up to 2 digits.
- If the result of the calculation is longer than 7 digits, an error occurs.

### Sub-Department Multiplication

**Example**

| Tag | | Qty | Tender | |
|---|---|---|---|---|
| SUB-DEPT 15 | $6.00 | 1.25 | Cash | $10.00 |

**OPERATION**

1 · 2 5 [X/DATE TIME] ◀ Quantity
1 5 [PLU]
6 00 [PRICE]
1 0 00 [CA/AMT TEND]

**RECEIPT**

```
01•12•91
01 10:24
 ■0046

     1•25  Q
    •6•00  a
15A •7•50

    •7•50  ST
   •10•00  CA
    •2•50  CH
```

- The quantity can be any value with an integer up to 4 digits, and a decimal up to 2 digits.
- If the result of the calculation is longer than 7 digits, an error occurs.

### Mixed Registration (Department, Sub-Department, PLU)

**Example**

| Tag | | Qty | Tender | |
|---|---|---|---|---|
| DEPT 3 | $2.00 Preset | 6 | Cash | $30.00 |
| DEPT 4 | $2.00 | 2 | | |
| PLU 4 | $1.40 Preset | 2 | | |
| SUB-DEPT 15 | $3.00 | 2 | | |

**OPERATION**

6 [X/DATE TIME] ◀ Quantity for multiplication
2 00 [4]
[4]
4 [PLU]
[PLU]
1 5 [PLU]
3 00 [PRICE]
[PRICE]
3 0 00 [CA/AMT TEND]

**RECEIPT**

```
01•12•91
01 10:32
 ■0061

     6      Q
    •2•00   a
3   •12•00
4   •2•00
4   •2•00
4A  •1•40
4A  •1•40
15A •3•00
15A •3•00

   •24•80   ST
   •30•00   CA
    •5•20   CH
```

## Tax Calculation

### 1) Add-On

**Example 1**

| Tag | | Taxable Status | |
|---|---|---|---|
| (a) PLU 11 | $1.00 Preset | Taxable 1 | (5% Tax rate, round off) |
| (b) PLU 21 | $2.00 Preset | Taxable 2 | (10% Tax rate, round off) |
| (c) SUB-DEPT 15 | $3.00 | Taxable 1 | (5% Tax rate, round off) |

**OPERATION**

**RECEIPT**

```
01•12•91
01  10:28
   №0055

11PL     •1•00
21PL     •2•00
15PL     •3•00
         •4•00M I
         •0•20* I
         •2•00M II
         •0•20* II

         •6•40CA
```

### 2) Add-In (VAT)

**Example 2**

| Tag | | Taxable Status | |
|---|---|---|---|
| (a) PLU 25 | $3.00 Preset | VAT Taxable 3 | (10% Tax rate, round off) |
| (b) SUB-DEPT 30 | $4.50 | VAT Taxable 1 | (15% Tax rate, round off) |
| (c) PLU 35 | $5.00 Preset | VAT Taxable 2 | (5% Tax rate, round off) |
| (d) PLU 40 | $6.50 Preset | Non-taxable | |

**OPERATION**

**RECEIPT**

```
01•12•91
01  10:31
   №0059

25A      •3•00
30A      •4•50
35A      •5•00
40A      •6•50

         •19•00CA
```

- You can set up the register to print a breakdown of taxes applied (page 59).

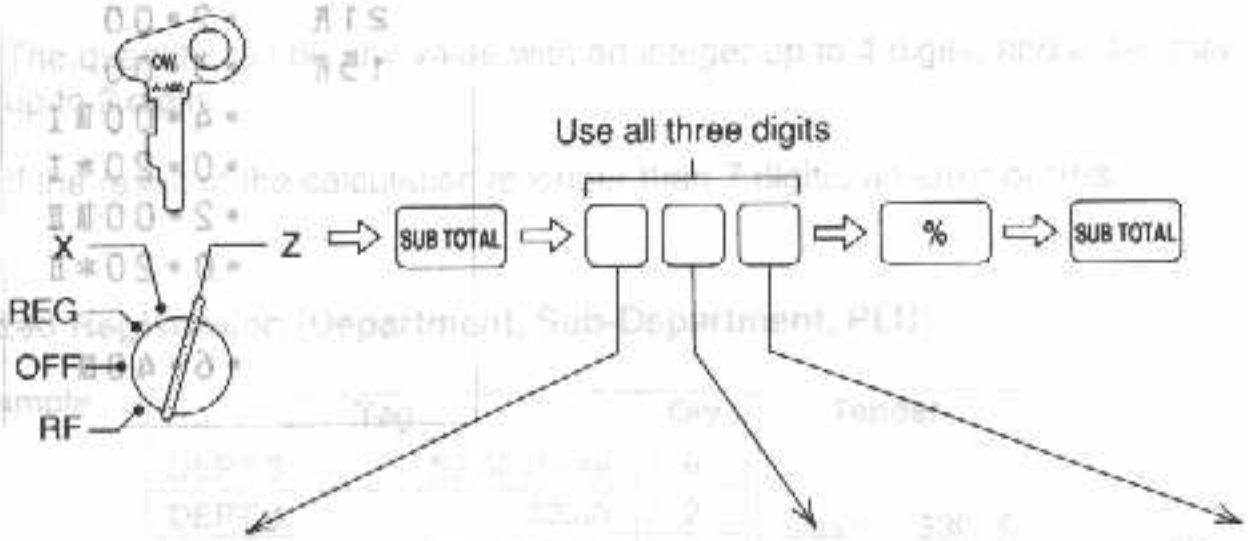
# Registering premiums and discounts

This section describes how to prepare and register premiums and discounts.

## Programming premiums and discounts

You can use the [%] key to register either discounts (percentage decreases) or premiums (percentage increases). The following procedures let you select the operation you want for the [%] key. They also let you program the tax calculation method, the tax rounding method, and a preset rate.

### To program tax calculation, tax rounding and the function of the [%] key




**Tax Status for Subtotals**

This specification defines where the result of the percent calculation on a subtotal should be reflected (added to or subtracted from) for tax purposes.
Note that this specification is for calculations with subtotals only, and is not applied for calculations involving individual items.

| | |
|---|---|
| Taxable Amount 1 | ⇨ 1 |
| Taxable Amount 2 | ⇨ 2 |
| Taxable Amount 3 | ⇨ 3 |
| Taxable Amounts 1 and 2 | ⇨ 3 * |
| Taxable Amounts 1, 2 and 3 | ⇨ 4 |
| Do not reflect | ⇨ 0 |

* Pressing [3] reflects the percent calculation in Taxable Amounts 1 and 2 only if there is no Tax Table 3 programmed.

**Rounding method**

This specification defines the method use to round the result of a percentage calculation.

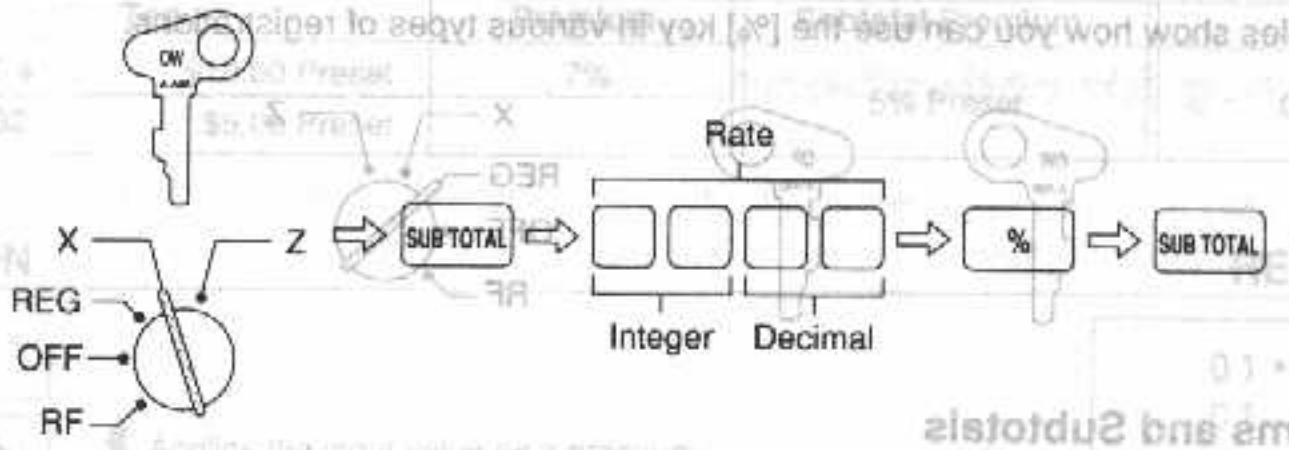
| | |
|---|---|
| Round off | ⇨ 0 |
| Round up | ⇨ 1 |
| Cut off | ⇨ 2 |

**Key function specification**

This specification defines the function of the [%] key.

| | |
|---|---|
| Use [%] as discount key (%–) | ⇨ 0 |
| Use [%] as premium key (%+) | ⇨ 1 |

## To program a rate to the [%] key




**EXAMPLE**

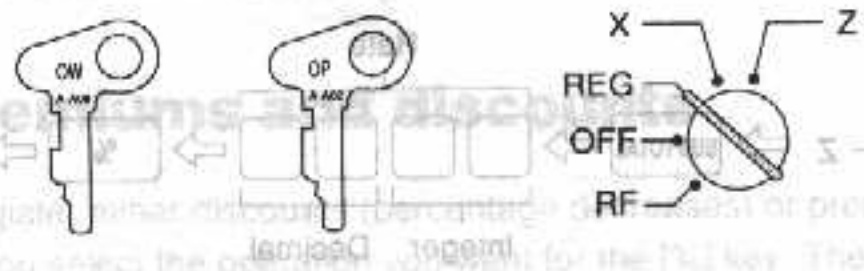
10% ⇨ 1 0 0 0

5.5% ⇨ 5 5 0

Notice that you *must* input two digits for the decimal value.

# Registering premiums and discounts

The following examples show how you can use the [%] key in various types of registrations.




## Discount for Items and Subtotals

**Example**

| Tag | | Discount | Subtotal Discount | Tender |
|---|---|---|---|---|
| DEPT 1 | $5.00 | | 3% | Cash $14.06 |
| PLU 16 | $10.00 Preset | 5% Preset | | |

**OPERATION**

[5] [00] [1]

[1] [6] [PLU]

[%] ◀ Applies the preset discount rate (5%) to the last item registered (PLU 16).

[SUB TOTAL]

[3] [%] ◀ Applies the input discount rate (3%) to the subtotal. The input value takes priority of the preset rate.

[CA/AMT TEND]

**RECEIPT**

```
01•12•91
01  10:36
   №0072

1     •5•00
16R   •10•00
        5%
      •0•50  -
     •14•50  S
        3%
      •0•44  -

     •14•06
```

- You can manually input rates up to 2 digits long (1% to 99%).

## Premium for Items and Subtotals

**Example**

| Tag | | Premium | Subtotal Premium | Tender |
|---|---|---|---|---|
| DEPT 4 | $10.00 Preset | 7% | 5% Preset | Cash $20.00 |
| PLU 32 | $5.00 Preset | | | |

**OPERATION**

[4] [7] [%] ◀ Applies the input value as a premium rate (7%).

[3] [2] [PLU]

[SUB TOTAL] ◀ Calculates the subtotal.

[%] ◀ Applies the preset premium rate (5%) to the subtotal.

[2] [0] [00] [CA/AMT TEND]

**RECEIPT**

```
01•12•91
01  10:38
     0077

4    •10•00
       7%
      •0•70
32R   •5•00
      •15•70 ST
       5%
      •0•79

      •16•49 ST
      •20•00CA AT
      •3•51 CH
```

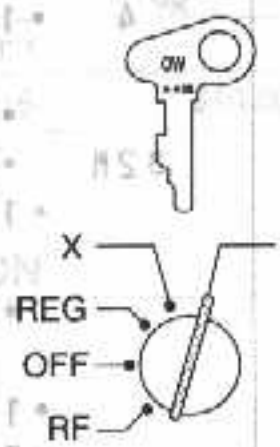
- You can manually input rates up to 2 digits long (1% to 99%).

# Registering reductions

## Programming for reductions

You can use the [–] key to reduce single items or subtotal amounts. The following procedure lets you program the tax calculation method for the [–] key.

### To program tax calculation for the [–] key




Use all four digits

[SUB TOTAL] ⇨ [ ] [1] [0] [0] ⇨ [–] ⇨ [SUB TOTAL]

**Tax Status for Subtotals**

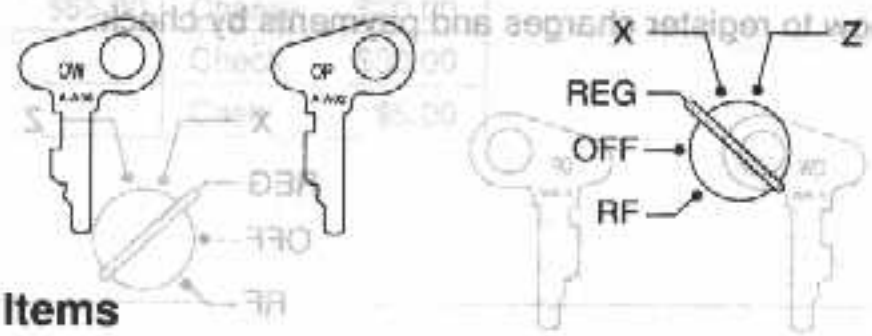
This specification defines where the result of the reduction should be reflected.

| | |
|---|---|
| Taxable Amount 1 | ⇨ [1] |
| Taxable Amount 2 | ⇨ [2] |
| Taxable Amount 3 | ⇨ [3] |
| Taxable Amounts 1 and 2 | ⇨ [3]* |
| Taxable Amounts 1, 2 and 3 | ⇨ [4] |
| Do not reflect | ⇨ [0] |

* Pressing [3] reflects the reduction in Taxable Amounts 1 and 2 only if there is no Tax Table 3 programmed.

# Registering reductions

The following examples show how you can use the [–] key in various types of registrations.




## Reduction of Individual Items

**Example**

| Tag | | Reduction | Tender |
|---|---|---|---|
| DEPT 1 | $5.00 | $0.25 | Cash $10.25 |
| PLU 45 | $6.00 Preset | $0.50 | |

**OPERATION**

[5] [00] [1]
[2] [5] [–] ◀ Reduces the last amount registered (500 to DEPT 1) by the value input here (25).
[4] [5] [PLU]
[5] [0] [–]
[CA/AMT. TEND]

**RECEIPT**

```
01•12•91
01 10:40
 №0003

1      •5•00
       •0•25 –
45PL   •6•00
       •0•50 –

       •10•25
```

- You can manually input reduction values up to 7 digits long.
- The amount you input for the reduction is not subtracted from the department totalizer.

## Reduction of Subtotals

**Example**

| Tag | | Reduction of Subtotal | Tender |
|---|---|---|---|
| DEPT 1 | $3.00 | $0.75 | Cash $7.00 |
| DEPT 2 | $4.00 | | |

**OPERATION**

[3] [00] [1]
[4] [00] [2]
[SUB TOTAL]
[7] [5] [–] ◀ Reduces the subtotal by the value input here (75).
[7] [00] [CA/AMT TEND]

**RECEIPT**

```
01•12•91
01 10:40
 №0006

1      •3•00
2      •4•00
       •0•75 –

       •6•25 ST
       •7•00CA AT
       •0•75 CH
```

# Registering charge and check payments

The following examples show how to register charges and payments by check.

## Check

**Example**

| Tag | | Tender | |
|---|---|---|---|
| DEPT 1 | $10.00 | Check | $10.00 |

**OPERATION**

[1] [0] [00] [1]
[CHK]

**RECEIPT**

```
01•12•91
01  10:41
   №0008
1   •10•00
   •10•00CK
```

## Charge

**Example**

| Tag | | Tender | |
|---|---|---|---|
| DEPT 4 | $15.00 | Charge | $15.00 |

**OPERATION**

[1] [5] [00] [4]
[CH]

*You cannot input the amount tendered for a charge sale. If you input a number before pressing [CH], an error occurs.*

**RECEIPT**

```
01•12•91
01  10:41
   №0010
4   •15•00
   •15•00CH
```

## Mixed Cash, Check, Charge

**Example**

| Tag | | Tender | |
|---|---|---|---|
| DEPT 4 | $55.00 | Charge | $20.00 |
| | | Check | $30.00 |
| | | Cash | $5.00 |

### OPERATION

5 5 00 4

3 0 00 CHK

5 00 CA/AMT TEND

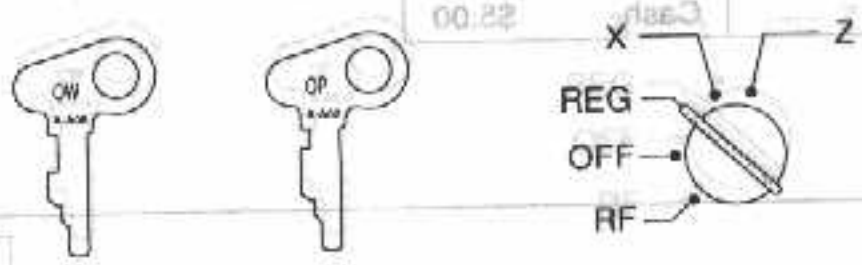
CH

### RECEIPT

```
01•12•91
01  10:45
      Tag  №0015
4     •55•00
      •55•00 T
      •30•00 ⊠
      •5•00 ⊠
      •20•00 ⊠
```

# Registering returned goods in the REG mode

The following examples show how to use the [RF] key in the REG mode to register goods returned by customers.




**Example**

| Tag | | Return or Cancel | | Payment | |
|---|---|---|---|---|---|
| DEPT 1 | $2.35 | DEPT 1 | $2.35 | Cash | $2.00 |
| DEPT 2 | $2.00 | | | | |
| PLU 2 | $1.20 Preset | PLU 2 | $1.20 Preset | | |

**OPERATION**

[2] [3] [5] [1]
[2] [00] [2]
[2] [PLU]
[RF]

Pressing [RF] specifies that the next item registered is a return. You have to press [RF] before registering each returned item.

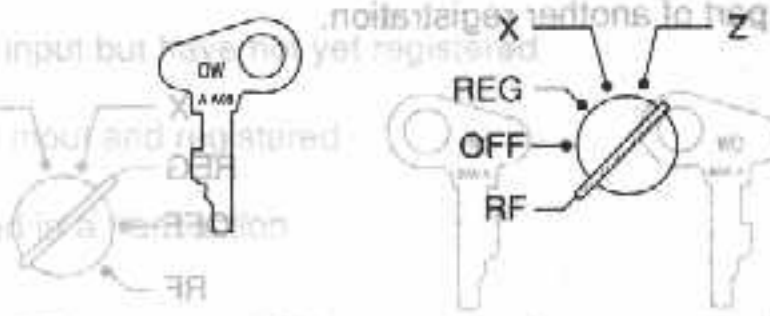
[2] [3] [5] [1]
[RF]
[2] [PLU]
[CA/AMT TEND]

**RECEIPT**

```
01•12•91
01  10:46
   №0017

1      •2•35
2      •2•00
2PL    •1•20
1      •2•35RF-
2PL    •1•20RF-

       •2•00CA
```

# Registering returned goods in the RF mode

The following examples show how to use the RF mode to register goods returned by customers.




## Normal Refund Transaction

**Example**

| Returned goods | | Qty | Payment | |
|---|---|---|---|---|
| DEPT 1 | $1.50 | 2 | Cash | $10.20 |
| PLU 2 | $1.20 Preset | 6 | | |

**OPERATION**

1 5 0 [1]

[1]

6 [X/DATE TIME] ◀ Quantity for multiplication

2 [PLU]

[CA/AMT TEND] ◀ Do not enter an amount here.

**RECEIPT**

```
01•12•91
01  10:47
  №0019  R

1      •1•50
1      •1•50
       6  @
       •1•20  @
2R     •7•20
      •10•20CA
```

## Reduction of Amounts Paid on Refund

**Example**

| Returned Goods | | | | Payment | |
|---|---|---|---|---|---|
| DEPT 3 | $4.00 | Subtraction | $0.15 | Cash | $4.99 |
| PLU 2 | $1.20 Preset | Discount | 5% Preset | | |

**OPERATION**

4 00 [3]

1 5 [−] ◀ Subtracts 15 from the price of the last item registered.

2 [PLU]

[%] ◀ Reduces the price of the last item registered by the preset discount rate (5%).

[CA/AMT TEND]

**RECEIPT**

```
01•12•91
01  10:47
  №0021  R

3      •4•00
       •0•15 -
2R     •1•20
         5%
       •0•06 -

       •4•99CA
```

## Registering money received on account

The following example shows how to register money received on account. This registration must be performed alone, and cannot performed as part of another registration.

**Example**

| Amount Received |
|---|
| $700.00 |

**OPERATION**

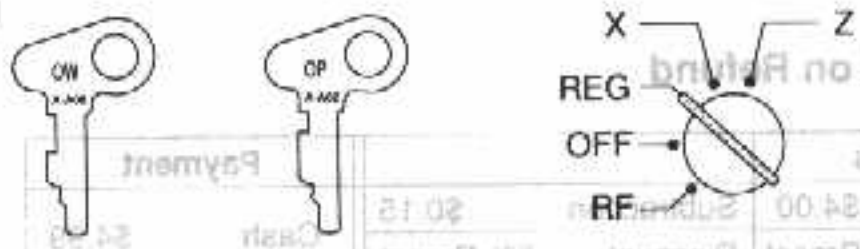
7 00 00 RA ◀ Amount can be up to 8 digits.

**RECEIPT**

```
01•12•91
01 10:50
 №0027

 •700•00M
```

## Registering money paid out

The following example shows how to register money paid out from the drawer. This registration must be performed alone, and cannot performed as part of another registration.




**Example**

| Amount Paid Out |
|---|
| $1.50 |

**OPERATION**

1 5 0 PO ◀ Amount can be up to 8 digits.

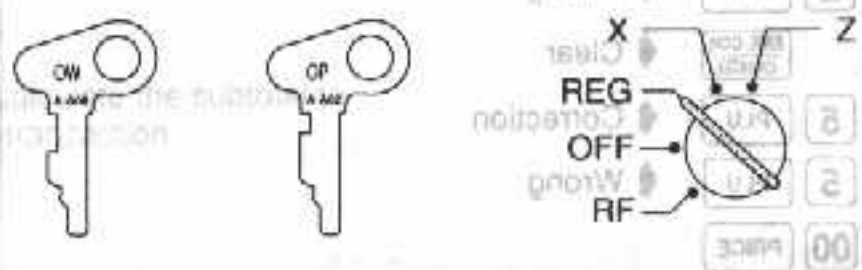
**RECEIPT**

```
01•12•91
01 10:50
 №0029

 •1•50M
```

# Making corrections in a registration

There are three techniques you can use to make corrections in a registration.

- Correcting an item that you have input but have not yet registered
- Correcting the last item you have input and registered
- Cancellation of all items registered in a transaction




## To correct an item you have input but have not yet registered

### Correction Examples

| EXAMPLE | OPERATION | |
|---|---|---|
| Amount | 1 0 00 | Wrong |
| | C | Clear |
| | 1 00 1 | Correction |
| Quantity | 1 2 X/DATE TIME | Wrong |
| | 2 00 | |
| | C | Clear |
| | 1 1 X/DATE TIME | Correction |
| | 2 00 2 | |
| PLU No. | 2 | Wrong |
| | C | Clear |
| | 3 PLU | Correction |
| Sub-department | 1 5 PLU | |
| | 6 00 | Wrong |
| | C | Clear |
| | 1 5 PLU | You have to enter the Sub-department No. again |
| | 1 0 00 PRICE | Correction |
| Amount tendered | 1 0 00 | Wrong |
| | C | Clear |
| | 1 5 00 CA/AMT TEND | Correction |
| | CH | |

RECEIPT

```
01•12•91
01  10:52
    ■0037

1     •1•00
     11      Q
      •2•00  a
2    •22•00
3R    •3•50
15R  •10•00

      •36•50 ST
      •15•00■
      •21•50■
```

## To correct an item you have input and have registered

| EXAMPLE | OPERATION | |
|---|---|---|
| General | 1 00 1 | |
| | 2 00 2 | |
| | 2 | Wrong |
| | ERR. COR CANCEL | Clears the last [2] key operation. |
| PLU No. | 2 PLU | Wrong |
| | ERR. COR CANCEL | Clear |
| | 5 PLU | Correction |
| Sub-department | 1 5 PLU | Wrong |
| | 6 00 PRICE | |
| | ERR. COR CANCEL | Clear |
| | 1 5 PLU | Correction |
| | 1 0 00 PRICE | |
| Multiplication | 8 X/DATE TIME | Wrong |
| | 4 00 4 | |
| | ERR. COR CANCEL | Clear |
| | 6 X/DATE TIME | Correction |
| | 4 00 4 | |
| Discount | SUB TOTAL | |
| | 5 0 % | Wrong |
| | ERR. COR CANCEL | Clear |
| | SUB TOTAL | Correction |
| | 5 % | |
| Refund | RF | |
| | 2 00 2 | Wrong |
| | ERR. COR CANCEL | Clear |
| | RF | Correction |
| | 2 2 0 2 | |
| Amount tendered | 3 0 00 CA/AMT TEND | Wrong |
| | ERR. COR CANCEL | Clear |
| | 7 2 0 CA/AMT TEND | Correction |
| | CHK | |

RECEIPT

```
01•12•91
01 11:03
   №0045
1     •1•00
2     •2•00
2     •2•00
      •2•00 ⊞-
2 R   •1•20
      •1•20 ⊞-
5 R   •15•00
15 R  •6•00
      •6•00 ⊞-
15 R  •10•00
      8       @
      •4•00   @
4     •32•00
      •32•00 ⊞-
      6       @
      •4•00   @
4     •24•00
      •52•00  ST
        50%
      •26•00  -
      •26•00 ⊞
      •52•00  ST
        5%
      •2•60   -
2     •2•00 RF-
      •2•00 ⊞
2     •2•20 RF-

      •47•20  ST
      •30•00 CA
      •30•00 ⊞-
      •7•20 CA
      •40•00 CA
```

### To cancel all items registered in a transaction

**OPERATION**

1 00 [1]
2 00 [2]
3 00 [3]
4 00 [4]

Items to be cancelled

[SUB TOTAL] ◀ You must calculate the subtotal to cancel the transaction.

[ERR. COR / CANCEL]

**RECEIPT**

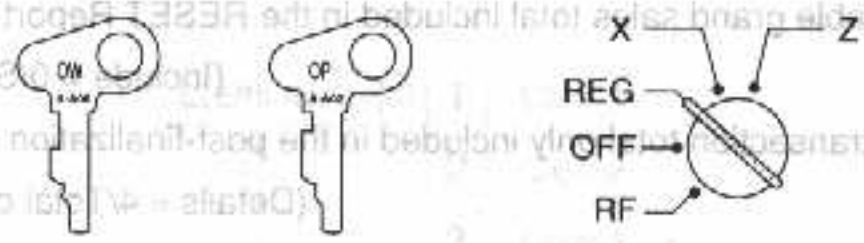
```
01•12•91
01 11:05
№0047

1     •1•00
2     •2•00
3     •3•00
4     •4•00
••••••••••  №
```

## Important!

- Note that the number of items included in the transaction to be cancelled is limited (usually to about 13), depending on the complexity of the transaction. If you try to cancel a transaction that exceeds the limit, an error occurs.
- You can program the cash register so that this cancel operation is not allowed (page 59).

# No sale registration

You can use the following procedure to open the drawer without registering a sale. This operation must be performed alone, and cannot performed as part of another registration.




**OPERATION**

[#/NS]

**RECEIPT**

```
01•12•91
01 11:05
№0049

••••••••••  #
```

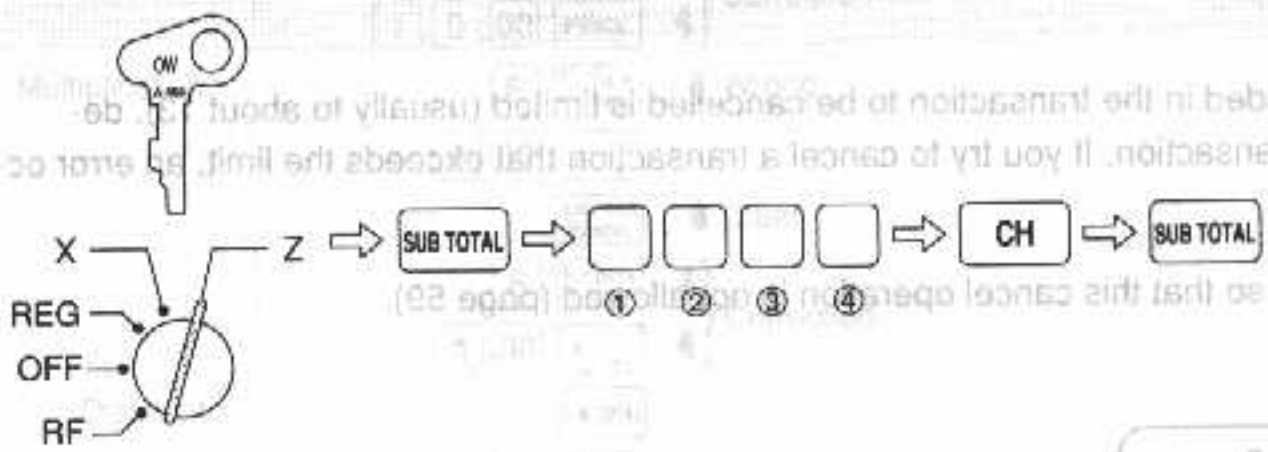
This section describes more sophisticated setups and operations that you can use to suit the needs of your retail environment.

# Clerk control function
# Post-finalization receipt issuance
# General printing control

The procedure described here lets you:

- Activate the clerk control function.
- Specify the contents of post-finalization receipts.
- Specify the contents of receipts, the journal, and reports.

## Programming multiple clerks, post-finalization receipt issuance, and general printing control




① **Input the total of a + b + c.**

a. Do you want the RF mode total and count, and the [RF] key count included in the General Control READ/RESET Report?

(Include = 0/Skip = 1) ----> a. _____

b. Do you want the non-resettable grand sales total included in the RESET Report?

(Include = 0/Skip = 2) ----> b. _____

c. Do you want details or the transaction total only included in the post-finalization receipt?

(Details = 4/Total only = 0) ----> c. _____

② **Input d.**

d. Do you want to activate the clerk function by changing the [OPEN] to the [CLK#] key?

(Activate = 2/Leave as [OPEN] = 0) ----> d. _____

③ **Input the total of e + f + g.**

e. Do you want the current time included in receipt/journal printing?

(Include = 0/Skip = 1) ----> e. _____

f. Do you want item lines included in journal printing?

(Include = 0/Skip = 2) ----> f. _____

g. Do you want the consecutive number included in receipt/journal printing in the REG and RF modes?

(Include = 0/Skip = 4) ----> g. _____

④ **Input the total of h + i.**

h. Do you want a taxable status symbol included in receipt/journal printing?

(Include = 0/Skip = 1) ----> h. _____

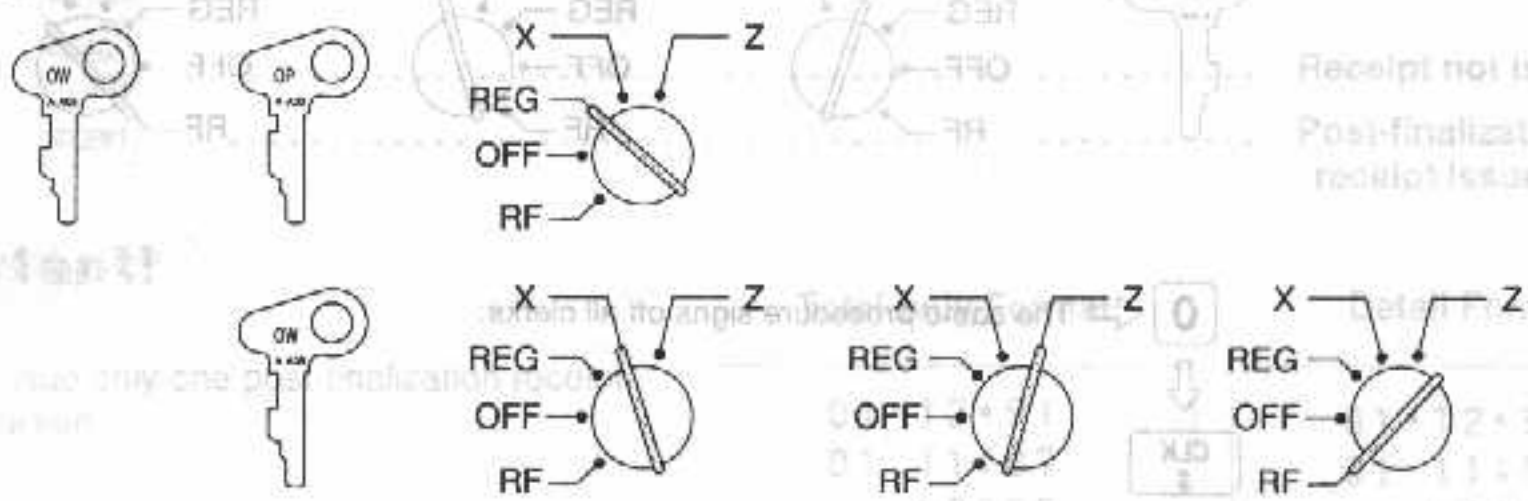
i. Do you want a subtotal line printed on the receipt/journal whenever the [SUBTOTAL] key is pressed?

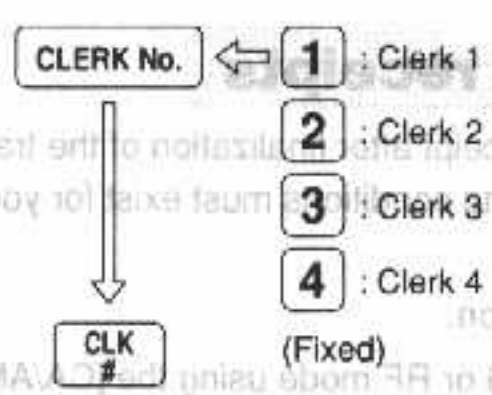
(Print = 2/Do not print = 0) ----> i. _____

## Using the clerk control function

You can use the clerk control function to keep track of the registrations performed by different clerks.

**Clerk Sign On**



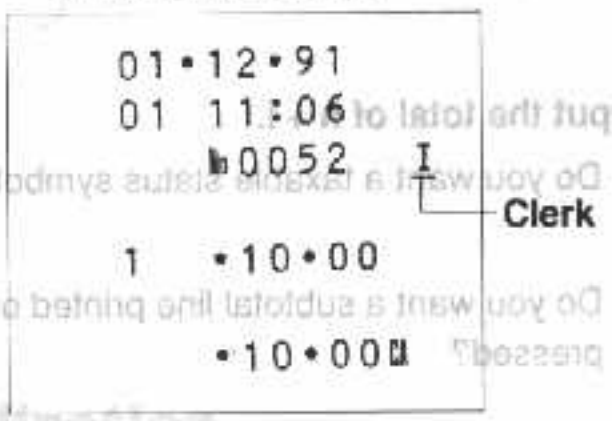



## Important!

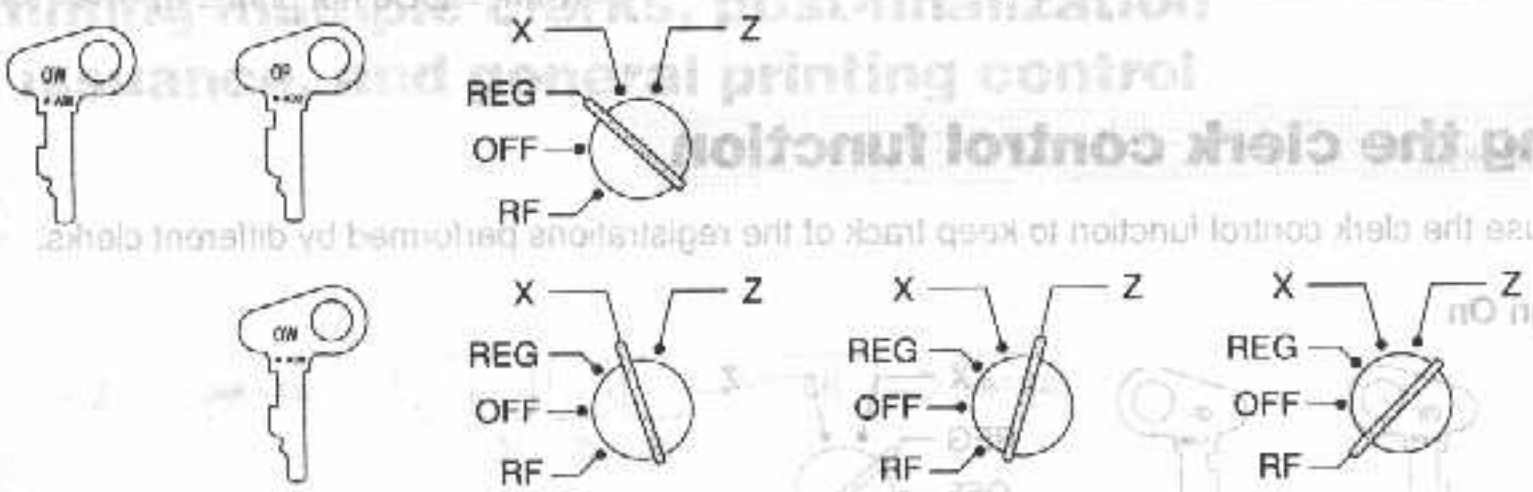
- **Once you activate the clerk control function, the error code "E3" appears on the display whenever you try to perform a registration, a READ/RESET operation, or any programming without first signing on.**
- **The signed on clerk is also identified on the receipt/journal.**

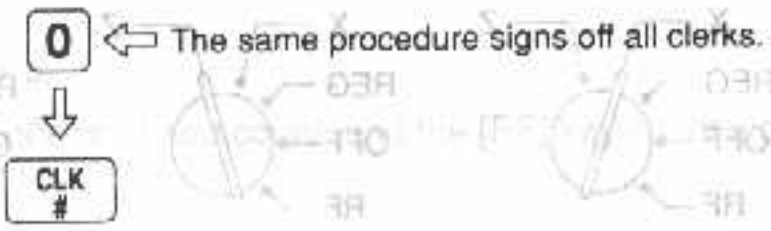
**I = CLERK 1**
**II = CLERK 2**
**III = CLERK 3**
**IV = CLERK 4**

**RECEIPT SAMPLE**




**Clerk Sign Off**




- The current clerk is also signed off whenever you set the Mode Switch to the OFF position.

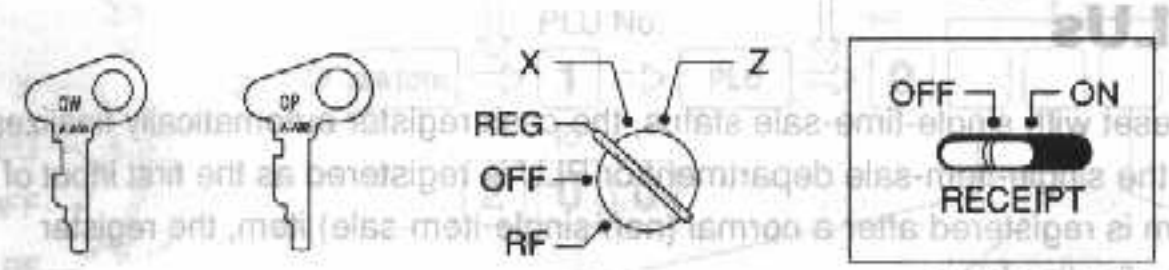
## Issuing post-finalization receipts

The post-finalization receipt lets you issue a receipt after finalization of the transaction, even when the receipt switch is set to OFF. Note that all of the following conditions must exist for you to be able to issue a post-finalization receipt.

- The receipt switch must be in the OFF position.
- The transaction must be finalized in the REG or RF mode using the [CA/AMT TEND], [CH], or [CHK] key.

## About post-finalization receipt formats

You can program the cash register to print the transaction total only or full details on the post-finalization receipt. See page 52 for details of this programming. Note however, that if the transaction contains more than 20 lines (including the receipt header), the cash register automatically prints a total-only post-finalization receipt, regardless of your programming.




**Example**

| Tag | | Qty | Tender | |
|---|---|---|---|---|
| (a) DEPT 1 | $10.00 | 1 | Cash | $30.00 |
| (b) DEPT 2 | $20.00 | 1 | | |

| OPERATION | RECEIPT |
|---|---|
| 1 0 00 1 | |
| 2 0 00 2 | |
| SUB TOTAL | |
| CA/AMT TEND | Receipt not issued |
| RECEIPT | Post-finalization receipt issued |

**Total-only Format**

```
01•12•91
01 11:07
№0055

•30•00M
```

**Detail Format**

```
01•12•91
01 11:08
№0058

1  •10•00
2  •20•00

•30•00M
```

## Important!

- You can issue only one post-finalization receipt per transaction.

# Single-Item-Sales for departments and PLUs

## Programming single-item-sale status to departments and PLUs

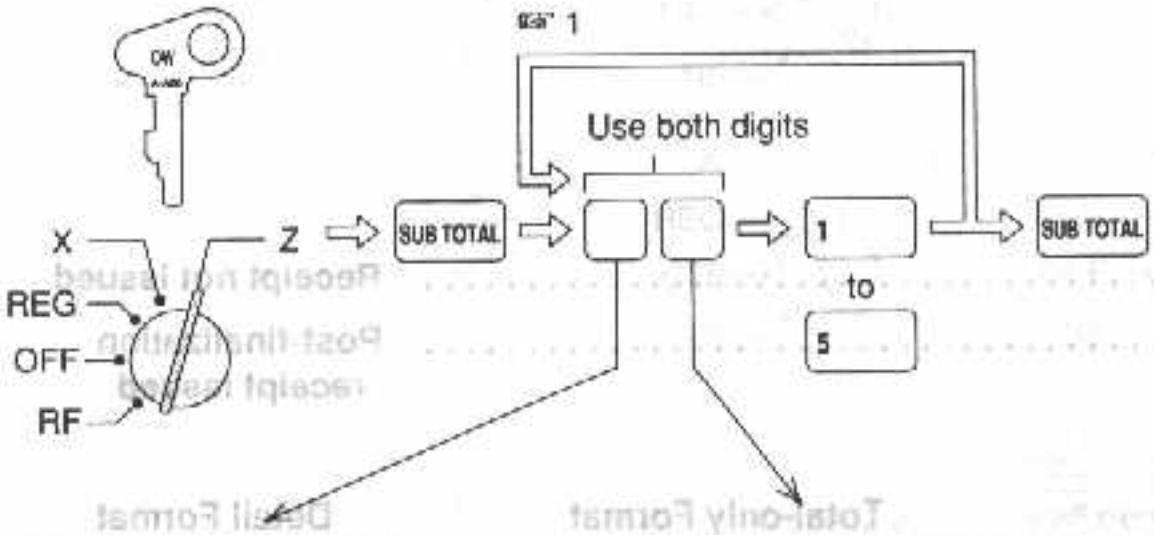
When a department or PLU number is preset with single-time-sale status, the cash register automatically finalizes the transaction as a cash sale whenever the single-item-sale department or PLU is registered as the first input of the transaction. If the single-item-sale item is registered after a normal (non-single-item-sale) item, the register does not finalize until you press one of the finalize keys.

**Example:**

When [1] is preset as a single-item-sale department and [2] is a normal department.

[1] : Transaction is finalized automatically.

[2] - [1] : Transaction is not finalized until you press [CA/AMT TEND], [CHK], or [CH].




**Maximum number of digits**

This specification defines how many digits can be used for manual input of a unit price on the keyboard.

| | |
|---|---|
| No limit | ⇨ [0] |
| 1 digit | ⇨ [1] |
| 2 digits | ⇨ [2] |
| 3 digits | ⇨ [3] |
| 4 digits | ⇨ [4] |
| 5 digits | ⇨ [5] |
| 6 digits | ⇨ [6] |
| Manual input not allowed | ⇨ [9] |

Selecting [9] means that you can perform department registrations using their preset unit prices only.

**Input the total of a + b.**

a. Do you want this department to be a single-item-sale department or a normal department? (Single-item-sale = 1/Normal = 0) ----> a. _____

b. Which tax table do you want to use for automatic calculation of taxes? See page 20 for information on setting up the tax tables.

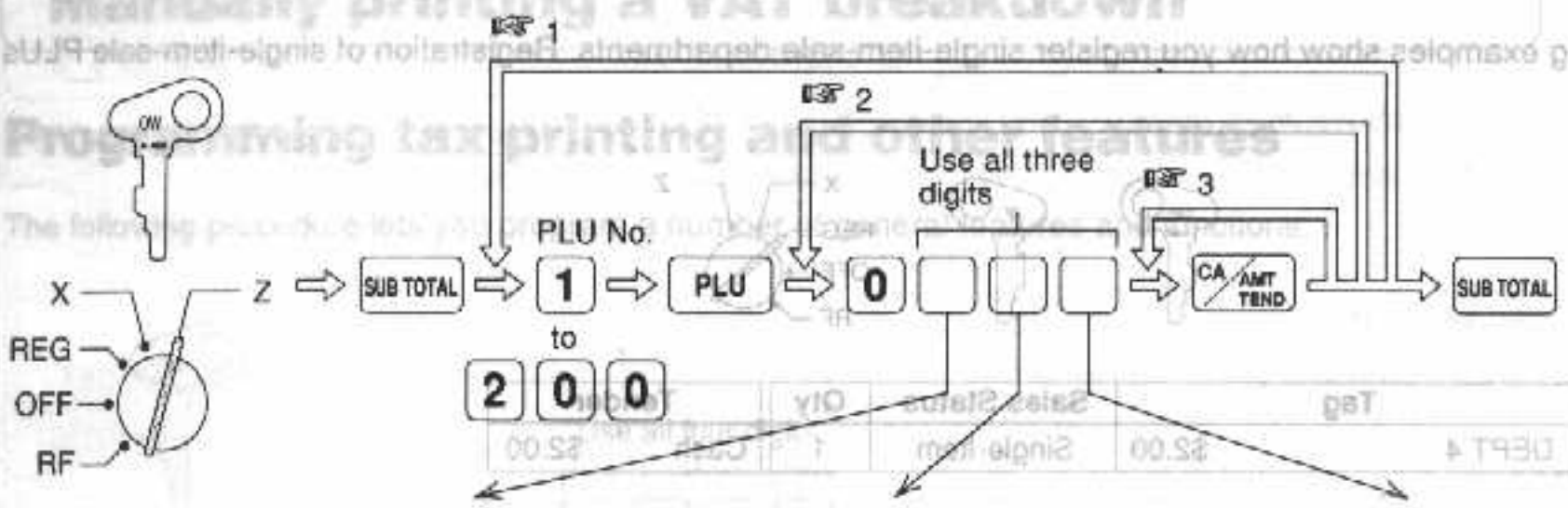
| | |
|---|---|
| Tax Table 1 | ⇨ [2] |
| Tax Table 2 | ⇨ [4] |
| Tax Table 3 | ⇨ [6] |
| Tax Tables 1 and 2 | ⇨ [6]* |
| No tax calculation | ⇨ [0] |

* Selecting [6] applies Tax Tables 1 and 2 only if there is no Tax Table 3 programmed.

(Tax calculation) ----> b. _____

☞ 1 After you press a department key, you can loop back and start programming for another department.

## To program a PLU with single-item-sale status




**Linked department**
This specification links the PLU to a department.

Department 1 ⇨ 1
Department 2 ⇨ 2
Department 3 ⇨ 3
Department 4 ⇨ 4
Department 5 ⇨ 5
No link ⇨ 0

**Input the total of a + b.**

a. Do you want this PLU to be a single-item-sale PLU or a normal PLU? (Single-item-sale = 1/Normal = 0) ----> a. _____

b. Which tax table do you want to use for automatic calculation of taxes? See page 20 for information on setting up the tax tables.

Tax Tables 1 ⇨ 2
Tax Tables 2 ⇨ 4
Tax Table 3 ⇨ 6
Tax Tables 1 and 2 ⇨ 6*

* Selecting 6 applies Tax Tables 1 and 2 only if there is no Tax Table 3 programmed.

No tax calculation ⇨ 0

(Tax calculation) ----> b. _____

**Sub-department/PLU specification**

Treat as a PLU ⇨ 0
Treat as a sub-department ⇨ 1

A PLU can register its preset unit price only. A sub-department can register its preset price or a manually entered price.

☞ 1 After you press the [CA/AMT TEND] key, you can loop back and start programming for another PLU by inputting a new PLU number.

☞ 2 When you press the [CA/AMT TEND] key, you can loop back and input another specification which will be assigned to the next PLU.

☞ 3 Press the [CA/AMT TEND] key again to program the next PLU number with the same specification.

# Registering single-item-sale items

The following examples show how you register single-item-sale departments. Registration of single-item-sale PLUs is identical.

**Example 1**

| Tag | | Sales Status | Qty | Tender | |
|---|---|---|---|---|---|
| DEPT 4 | $2.00 | Single-Item | 1 | Cash | $2.00 |

**OPERATION**

[2] [00] [4] ◀ Transaction is finalized.

**RECEIPT**

```
01•12•91
01  11:09
   №0060

4     •2•00

      •2•00M
```

**Example 2**

| Tag | | Sales Status | Qty | Tender | |
|---|---|---|---|---|---|
| DEPT 4 | $3.00 Preset | Single-Item | 3 | Cash | $9.00 |

**OPERATION**

[3] [X/DATE TIME] ◀ Quantity

[4]

**RECEIPT**

```
01•12•91
01  11:09
   №0063

      3      Q
      •3•00  a
4     •9•00

      •9•00M
```

**Example 3**

| Tag | | Sales Status | Qty | Tender | |
|---|---|---|---|---|---|
| (a) DEPT 3 | $2.00 | Normal | 1 | Cash | $7.00 |
| (b) DEPT 4 | $5.00 | Single-Item | 1 | | |

**OPERATION**

[2] [00] [3]

[5] [00] [4] ◀ Transaction is not finalized automatically because Department 3 is a normal department.

[CA/AMT TEND]

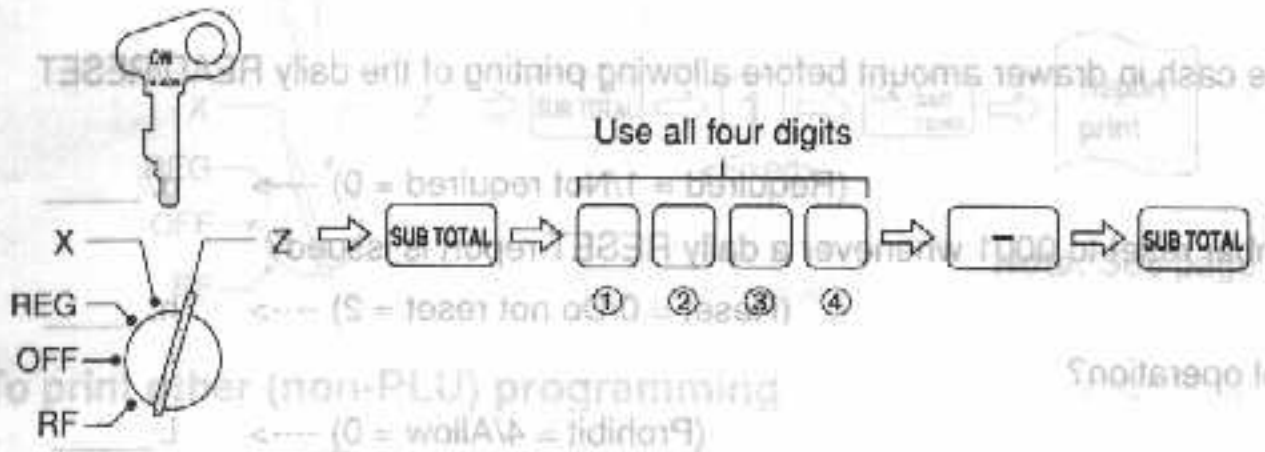
**RECEIPT**

```
01•12•91
01  11:10
   №0065

3     •2•00
4     •5•00

      •7•00M
```

# Programming tax printing and other features
# Manually printing a VAT breakdown

## Programming tax printing and other features

The following procedure lets you program a number of general features and functions.




① **Tax Status for [ - ] key**

This specification defines where the result [ - ] key operations should be reflected (subtracted from) for tax purposes.

| | | |
|---|---|---|
| Do not reflect | = | 0 |
| Taxable Amount 1 | = | 1 |
| Taxable Amount 2 | = | 2 |
| Taxable Amount 3 | = | 3 |
| Taxable Amounts 1 and 2 | = | 3 * |
| Taxable Amounts 1, 2 and 3 | = | 4 |

* Pressing [ - ] reflects the reduction in Taxable Amounts 1 and 2 only if there is no Tax Table 3 programmed.

② **Input the total of a + b + c.**

a. Do you want to print breakdowns of add-in (VAT) taxes on the receipt/journal?

(Print = 0/Skip = 1) ----> a. ____

b. Do you want to print the taxable amount on the receipt/journal?

(Print = 0/Skip = 2) ----> b. ____

c. Do you want to allow negative results produced by [ - ] key operations?

(Allow = 4/Do not allow = 0) ----> c. ____

③ **Input the total of d + e + f.**

d. Do you want to use the [00] key as a [00] key or a [000] key?

([00] key = 0/[000] key = 1) ----> d. ____

e. Do you want to restrict the last (rightmost) two digits of amount tendered entries to 00, 25, 50, and 75?

(Restrict = 2/Do not restrict = 0) ----> e. _____

You must select "2" above when you are using Denmark rounding.

f. Do you want to feed one line before printing finalization details on the receipt/journal?

(Feed = 0/No feed = 4) ----> f. _____

④ **Input the total of g + h + i.**

g. Do you want to require input of the cash in drawer amount before allowing printing of the daily READ/RESET report?

(Required = 1/Not required = 0) ----> g. _____

h. Do you want the consecutive number reset to 0001 whenever a daily RESET report is issued?

(Reset = 0/Do not reset = 2) ----> h. _____

i. Do you want to prohibit the cancel operation?

(Prohibit = 4/Allow = 0) ----> i. _____

## Manually printing a VAT breakdown

Available with the Model B register (for European areas outside of U.K. and Germany) only.

Pressing the [VAT] key during a registration prints the VAT breakdown, even if the register is programmed not to print the breakdown. Whether or not the VAT taxable amount is also printed depends on the whether is cash register is programmed for such printing.

### Important!

- If you press the [VAT] key and then register a single-item-sale department or PLU (page 56) as the first item of a transaction, the department/PLU registered is treated as a normal (non-single-item-sale) item.

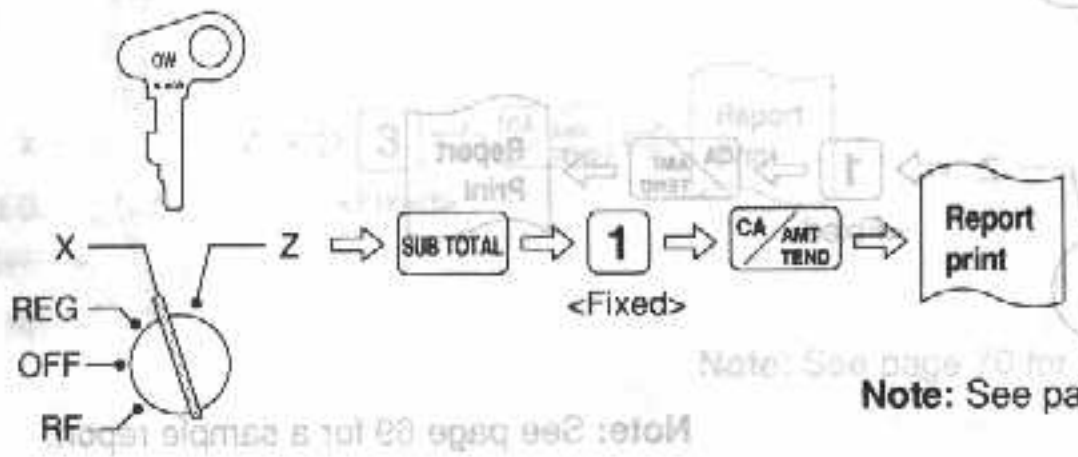
**Example**

| OPERATION | RECEIPT |
|---|---|
| [1] [00] [1] | 01•12•91 |
| [1] [PLU] | 01 11:11 |
| [PLU] | ■0070 |
| [SUB TOTAL] | |
| [VAT] | 1 •1•00 I |
| [CA/AMT TEND] | 1A •1•10 II |
| | 1A •1•10 II |
| | •0•87■I |
| | •0•13*I |
| | •2•10■II |
| | •0•10*II |
| | •3•20■ |

This section describes the operations required to produce the various helpful reports that are available.

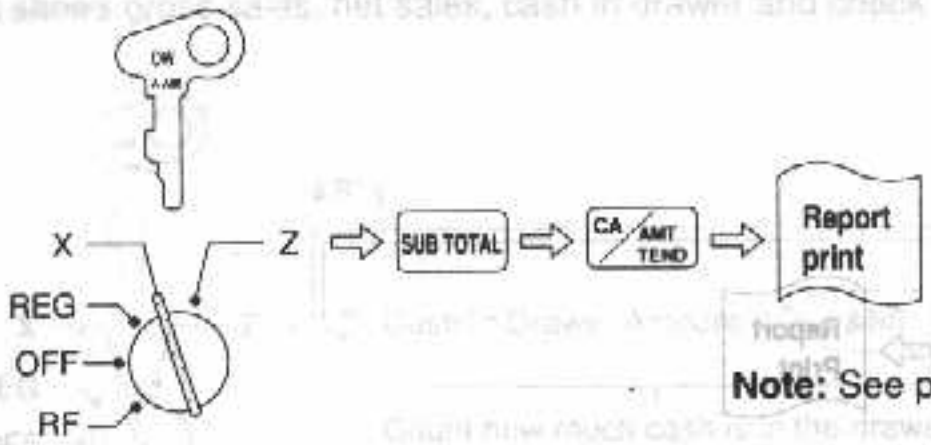
# Printing the cash register's program

## To print all PLU programming




**Note:** See page 67 for a sample report.

## To print other (non-PLU) programming



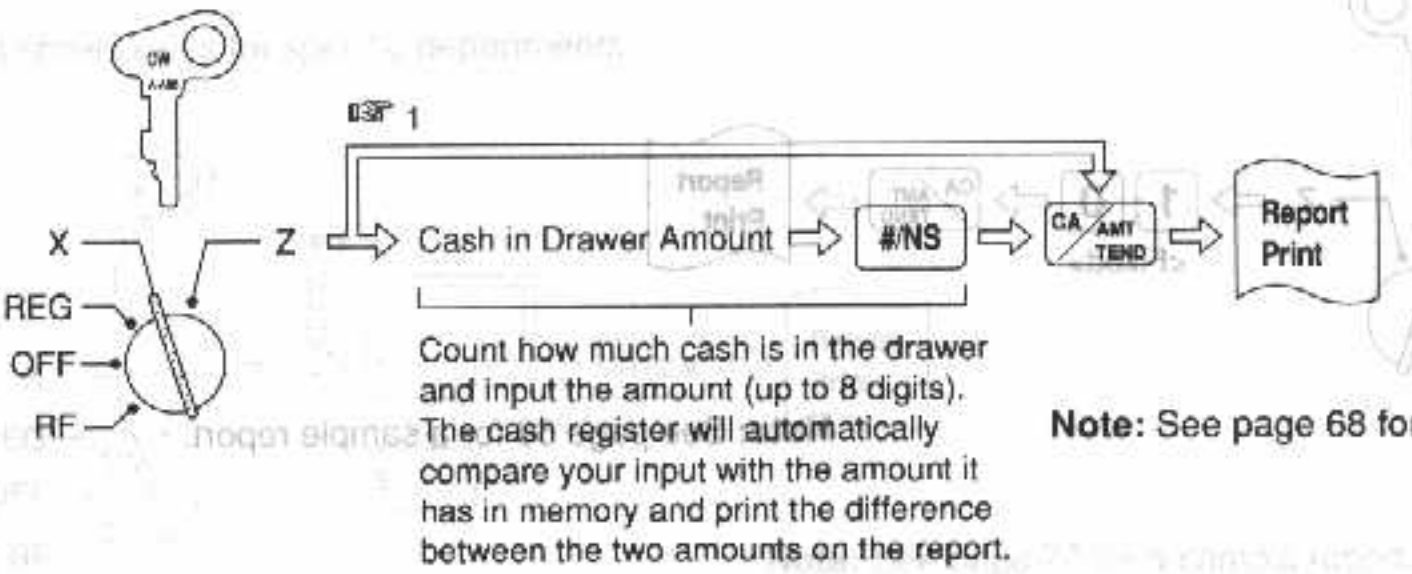

**Note:** See page 67 for a sample report.

# Printing READ reports

You can print READ reports at any time during the business day without affecting the data stored in the cash register's memory.

## To print the General Control READ Report

This report shows sales, except for PLUs.

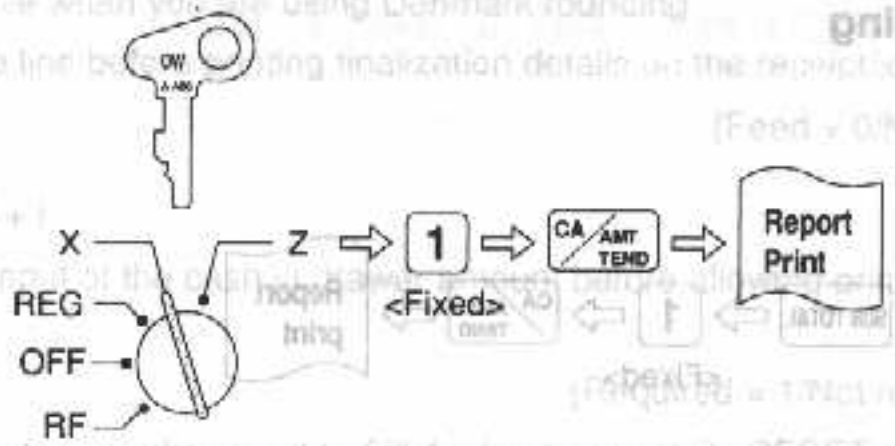



**Note:** See page 68 for a sample report.

☞ 1 You do not have to input the cash-in-drawer amount unless it is required by programming (page 60).

## To print the PLU/Sub-Department READ Report

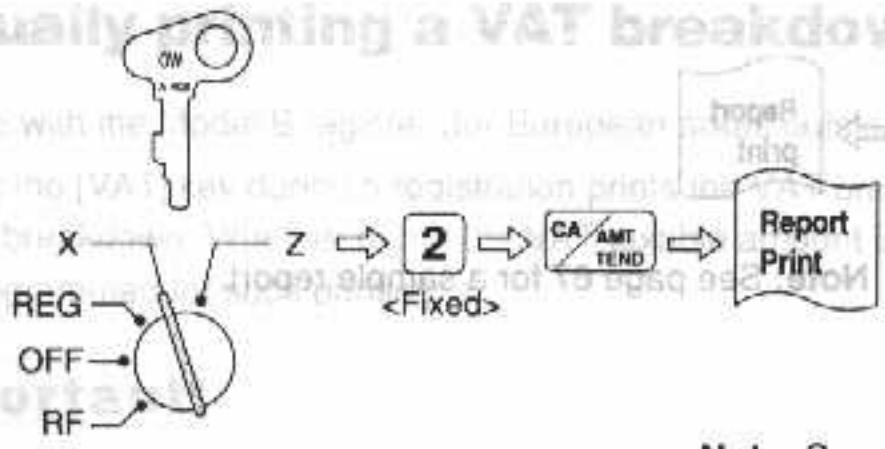
This report shows sales for PLUs/sub-departments.




**Note:** See page 69 for a sample report.

## To print the Hourly Sales READ Report

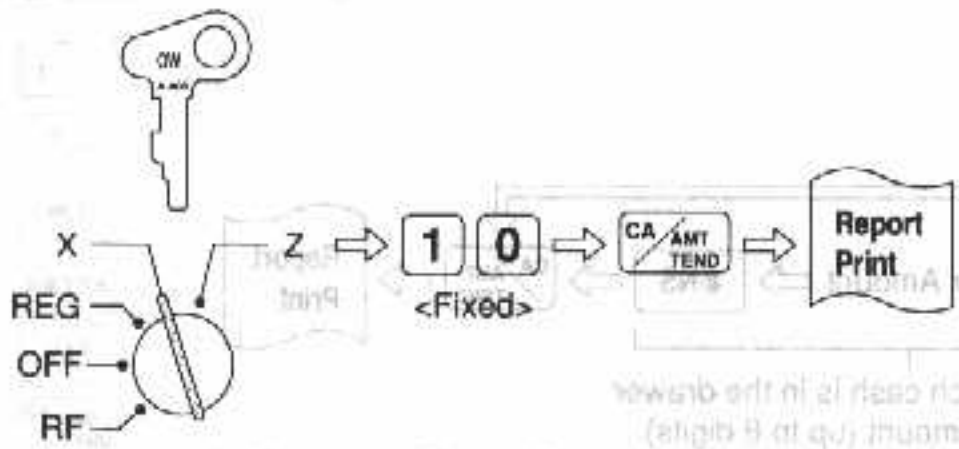
This report shows hourly breakdowns of sales.




**Note:** See page 69 for a sample report.

## To print the Periodic Sales READ Report

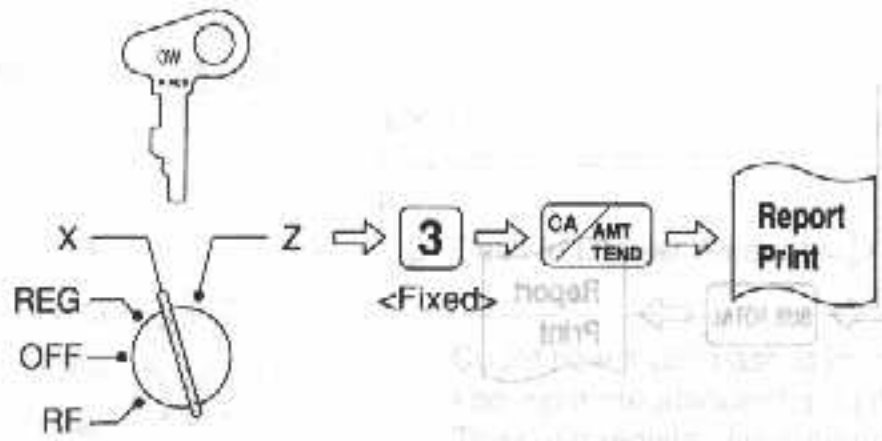
This report shows breakdowns of sales by any period you want.




**Note:** See page 69 for a sample report.

## To print the Monthly Sales READ Report

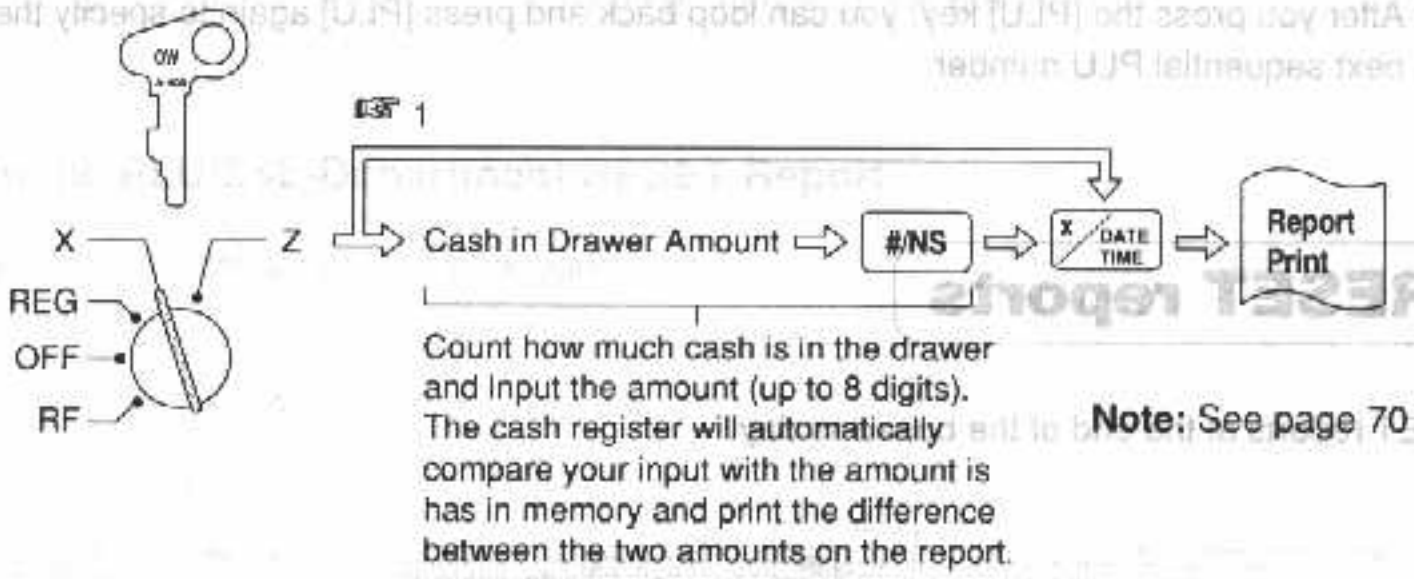
This report shows daily breakdowns of sales for an entire month.




**Note:** See page 70 for a sample report.

## To print the Financial READ Report

This report shows gross sales, net sales, cash in drawer and check in drawer.

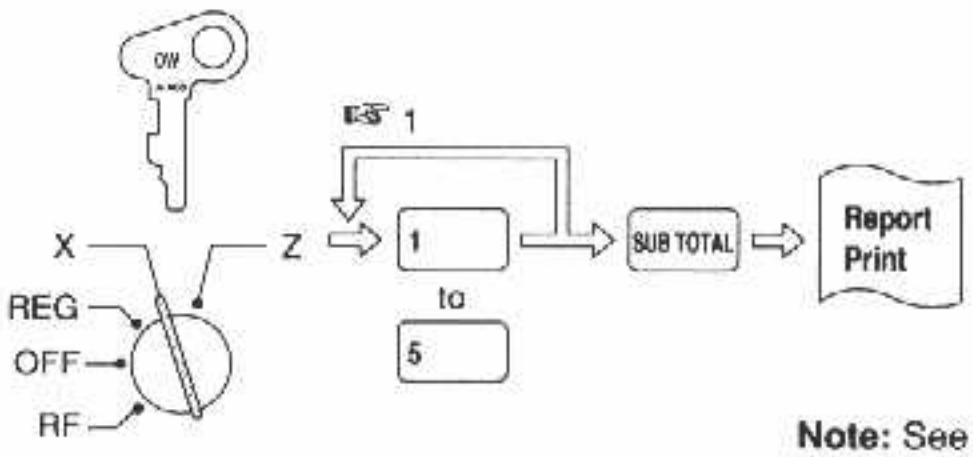



**Note:** See page 70 for a sample report.

☞ 1 Note that if input of this amount is required by programming (page 59) this report will not be printed unless you input an amount here.

## To print the Individual Department READ Report

This report shows sales for specific departments.

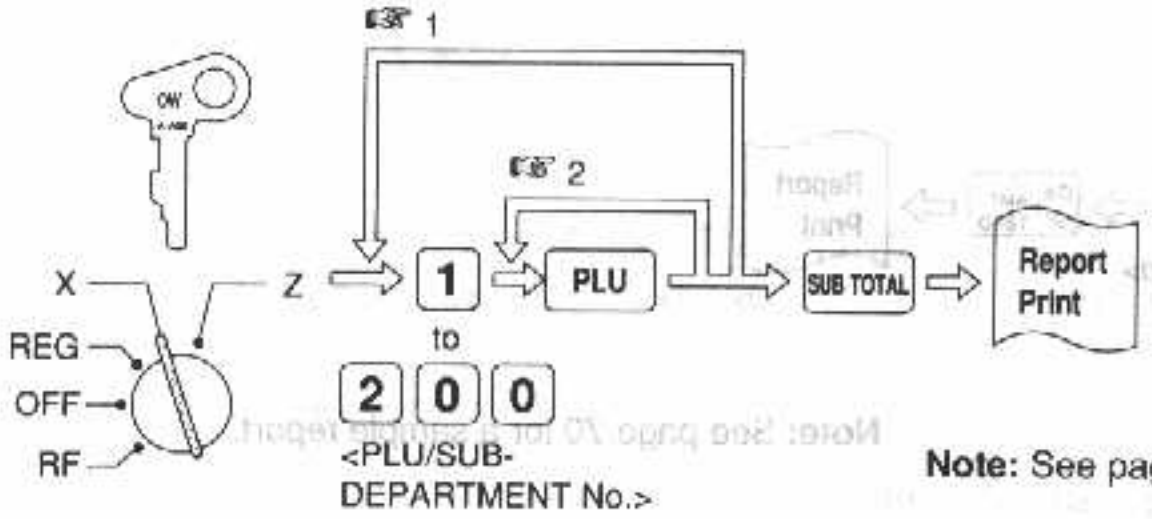



**Note:** See page 70 for a sample report.

☞ 1 After you press a department key, you can loop back and specify another department.

### To print the Individual PLU/Sub-Department READ Report

This report shows sales for specific PLUs.




**Note:** See page 70 for a sample report.

☞ 1 After you press the [PLU] key, you can loop back and specify another PLU number.

☞ 2 After you press the [PLU] key, you can loop back and press [PLU] again to specify the next sequential PLU number.

## Printing RESET reports

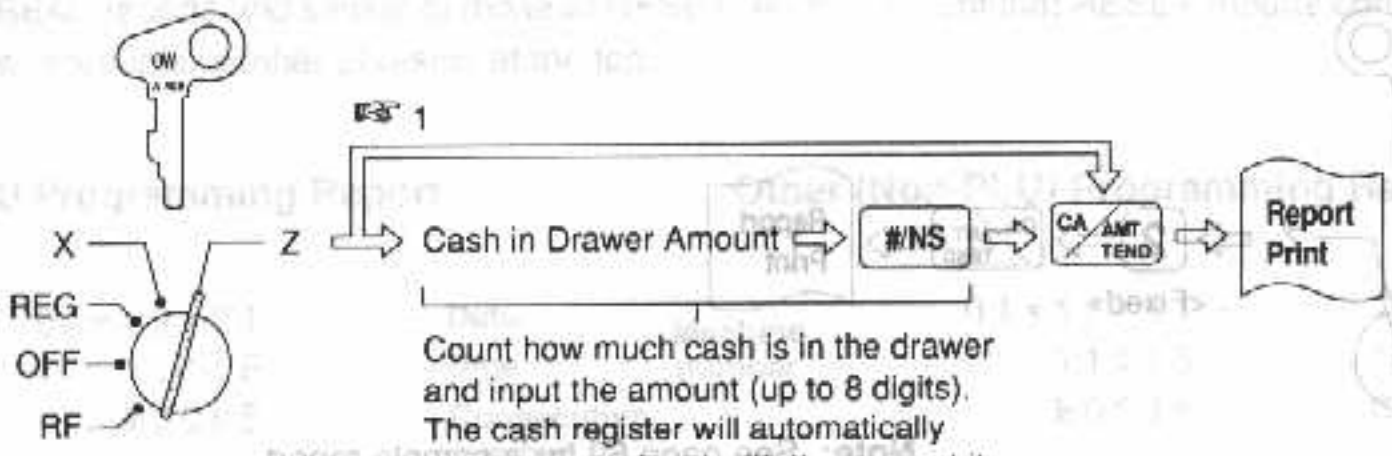
You should print RESET reports at the end of the business day.

### Important!

- **The RESET operation issues a report and also clears all sales data from the cash register's memory.**
- **Be sure to perform the RESET operations at the end of each business day. Otherwise, you will not be able to distinguish between the sales data for different dates.**

## To print the General Control RESET Report

This report shows sales, except for PLUs.



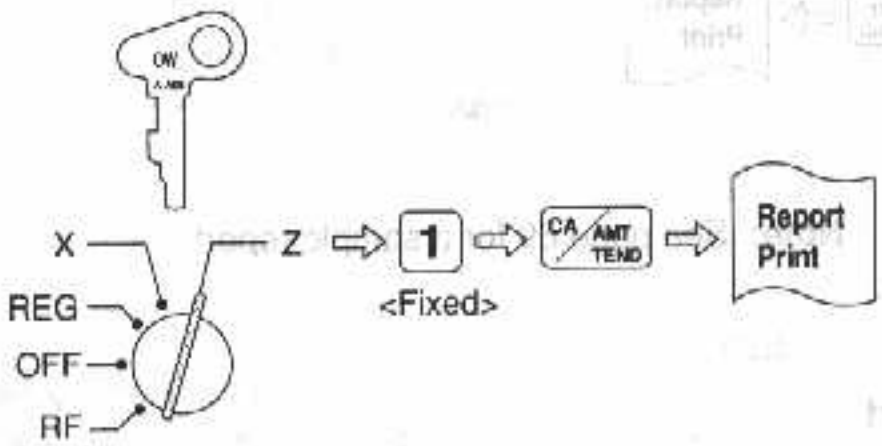

Count how much cash is in the drawer and input the amount (up to 8 digits). The cash register will automatically compare your input with the amount it has in memory and print the difference between the two amounts on the report.

**Note:** See page 68 for a sample report.

☞ 1 You do not have to input the cash-in-drawer amount unless it is required by programming (page 60).

## To print the PLU/Sub-Department RESET Report

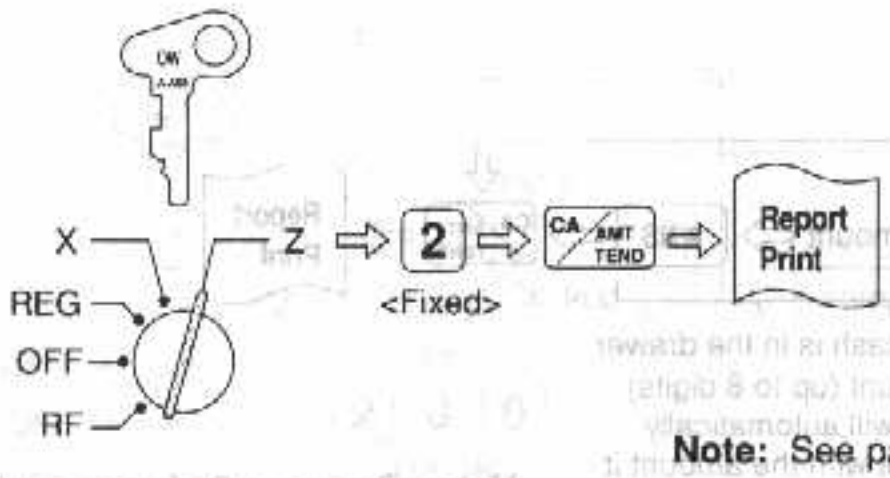
This report shows sales for PLUs/sub-departments.




**Note:** See page 69 for a sample report.

## To print the Hourly Sales RESET Report

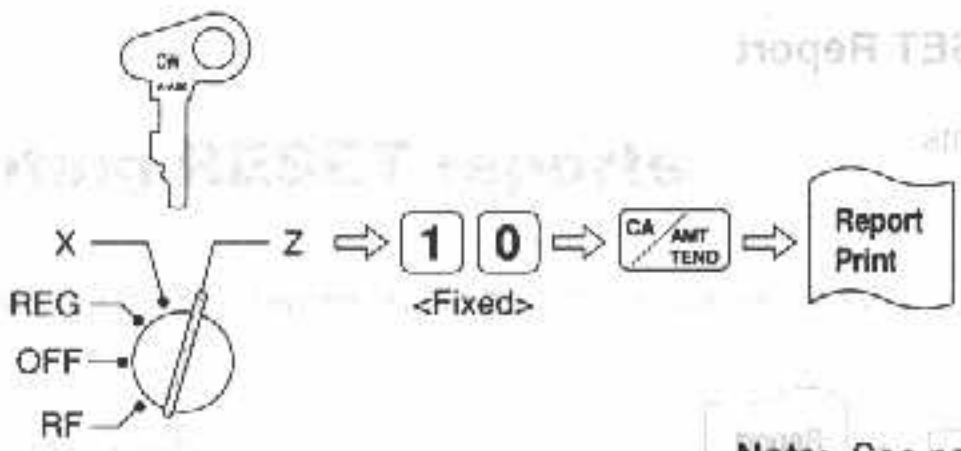
This report shows hourly breakdowns of sales.




**Note:** See page 69 for a sample report.

## To print the Periodic Sales RESET Report

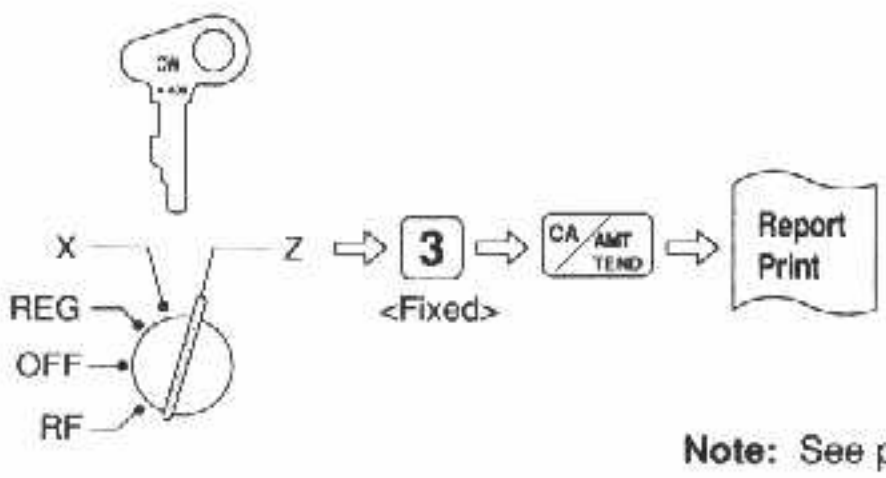
This report shows breakdowns of sales by any period you want.




**Note:** See page 69 for a sample report.

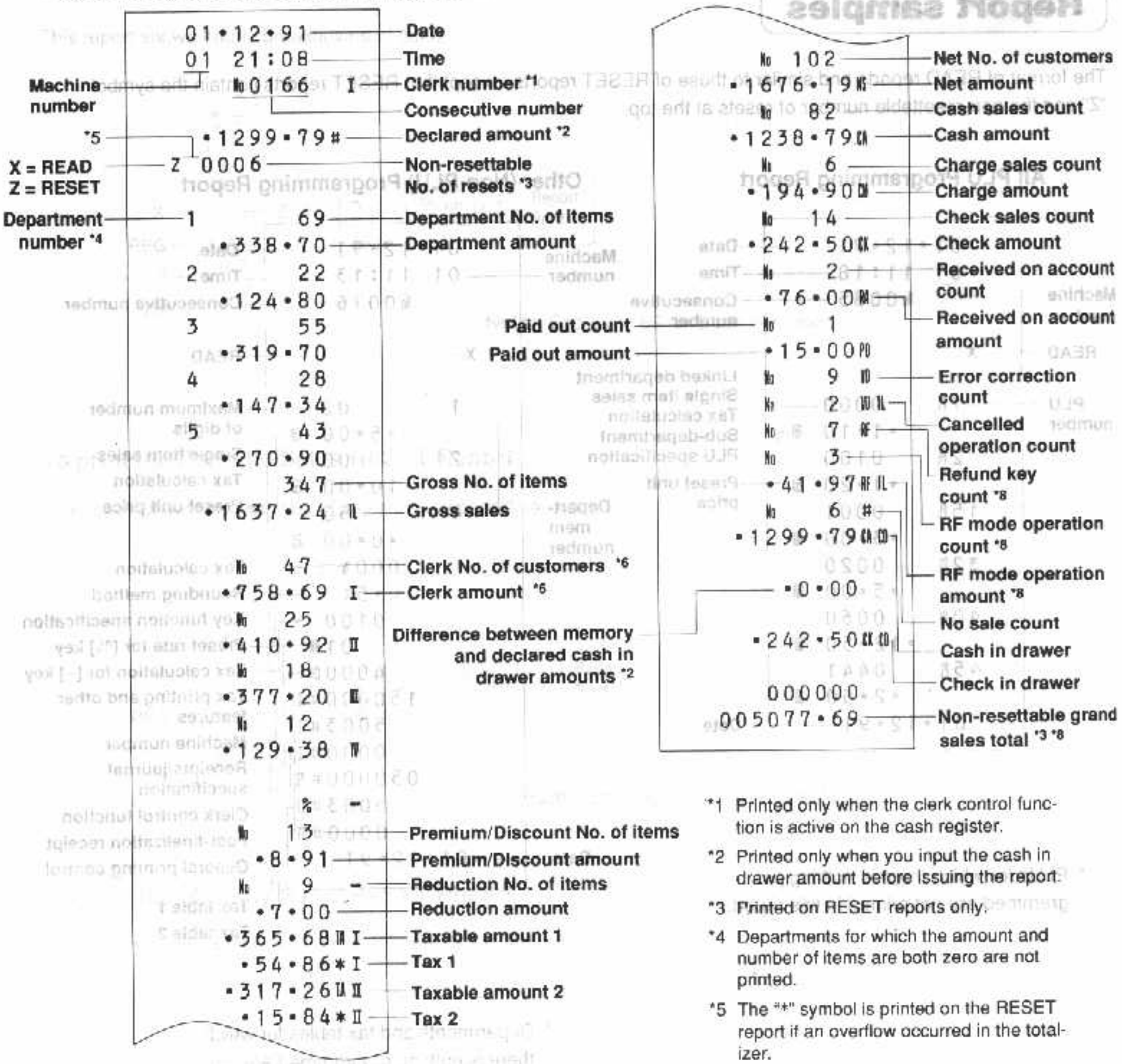
## To print the Monthly Sales RESET Report

This report shows daily breakdowns of sales for the entire month.




**Note:** See page 70 for a sample report.

## General Control READ/RESET Report




*1 Printed only when the clerk control function is active on the cash register.

*2 Printed only when you input the cash in drawer amount before issuing the report.

*3 Printed on RESET reports only.

*4 Departments for which the amount and number of items are both zero are not printed.

*5 The "*" symbol is printed on the RESET report if an overflow occurred in the totalizer.

*6 Printed only when the clerk control function is active on the cash register. Clerks for which the amount and number of items are both zero are not printed.

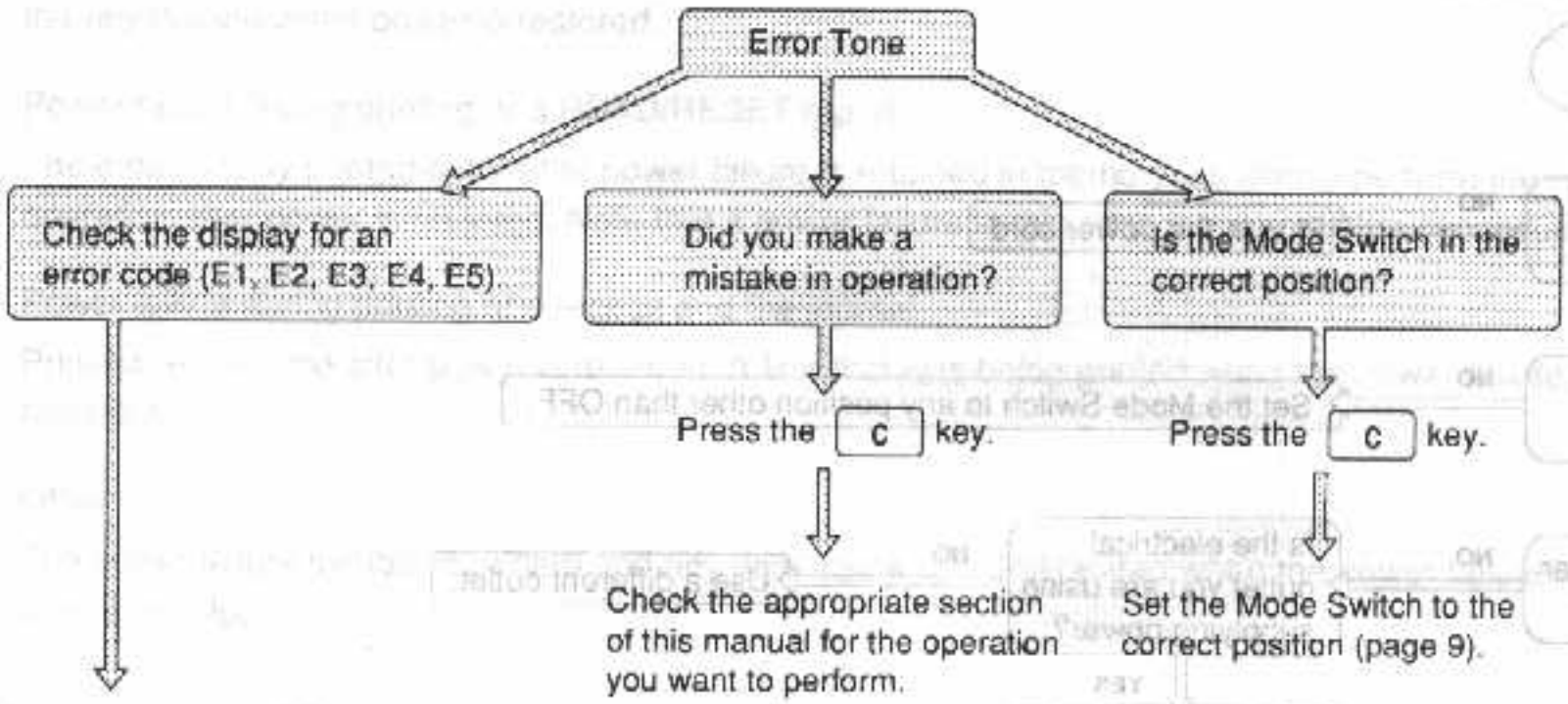
*7 Taxable amount and tax are not printed unless the corresponding tax table is programmed.

*8 This item can be programmed for printing/non-printing.

This section describes what to do when you have problems with operation.

## When an error occurs...

Errors are indicated by an error tone. When this happens, you can usually find out what the problem is as illustrated below.




**Error Codes**

| Error Code | Meaning | Action |
|---|---|---|
| E1 | Mode Switch position changed before finalization. | Return the Mode Switch to its original setting and finalize the operation. |
| E2 | Receipt switch setting changed before finalization. | Return receipt switch to its original setting and finalize the operation. |
| E3 | Registration without entering a clerk number. This error appears only when the clerk control function is activated. | Enter a clerk number. |
| E4 | READ/RESET operation without declaration of cash in drawer. This error appears only when cash in drawer amount input is required by programming. | Perform cash in drawer declaration |
| E5 | Registration attempted while the drawer of the register is open. | Shut the drawer before attempting to perform a registration (when the compulsory drawer is used.) |